

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

FY2023 Proposed Budget - Finance Department Presentation

PRESENTER:

Carolyn Kosnoff, Assistant Town
Manager for Finance

ITEM NUMBER:

I.2

SUMMARY:

No vote is requested for this agenda item.

Review preliminary FY2023 budget for the Finance Department.

SUGGESTED MOTION:

FOLLOW-UP:

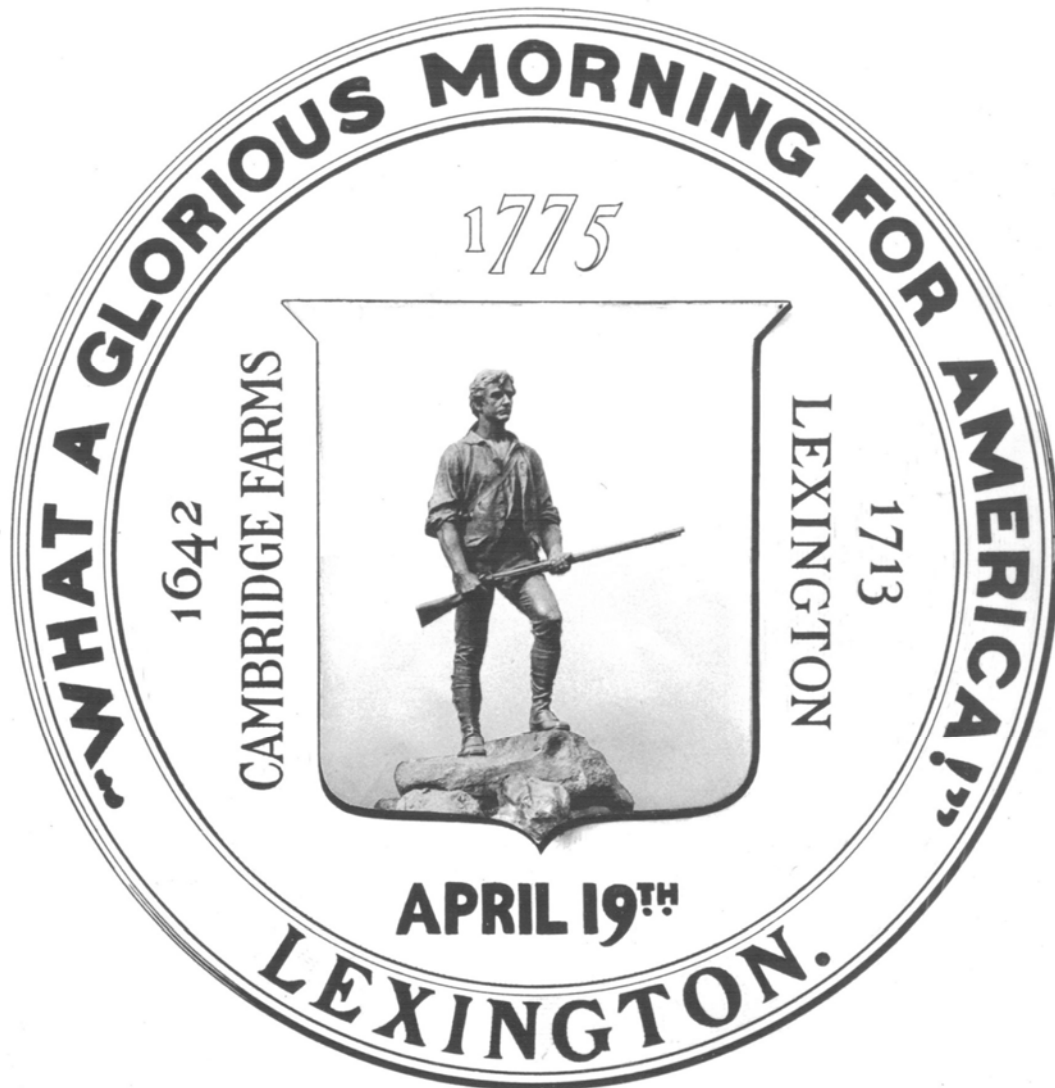
DATE AND APPROXIMATE TIME ON AGENDA:

11/30/2021

1:15pm

ATTACHMENTS:

Description	Type
 Presentation - Finance FY2023 Proposed Budget	Presentation



Finance Department
Requested Budget
Fiscal Year 2023

Submitted by:
Carolyn Kosnoff, Assistant Town Manager for
Finance

Select Board Presentation
November 30, 2021



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8400 Finance

Mission: It is the mission of the Finance Department to (1) maintain current and accurate data about all financial activities of the Town to facilitate the evaluation of the Town's financial condition at any point in time; (2) to ensure that the delivery of town services is done in compliance with Massachusetts General Laws that govern municipal finance; (3) to provide timely and accurate financial information to managers of town services to facilitate the evaluation of the cost effectiveness and efficiency of town programs; (4) to provide timely and accurate financial information to Town boards and committees to facilitate policy deliberation and formulation; and (5) to safeguard the financial assets of the Town.

Budget Overview: The requested FY2023 Finance Department budget reflects a \$41,920 or 2.09% increase from the FY2022 budget. This includes a \$36,720 or 2.43% increase in compensation, which reflects contractually obligated increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget. Finance expenses are mostly level-funded compared to prior year, though some departmental line items have shifted to align with staff initiatives or actual trends.

The Finance Department is comprised of the following divisions: the Comptroller's Office, the Treasurer/Collector's Office and the Assessor's Office.

The Comptroller's Office is responsible for maintaining the Town's general ledger (accounting), accounts payable, payroll, and centralized purchasing. The Comptroller's budget is also inclusive of funding for the Assistant Town Manager for Finance who oversees the financial operations of the Town, and the Budget Officer, who in concert with the Assistant Town Manager and the Town Manager develops and monitors the annual capital and operating budgets.

The Treasurer/Collector's Office has three primary responsibilities: the collection and deposit of all Town taxes, fees and charges including property taxes, motor vehicle excise, utility billing and other local receipts (permit and license fees, fines, etc.); the management and investment of all revenues collected; and the issuance and servicing of debt.

The primary function of the Assessor's Office is the development of assessed values used in determining the amount of property tax levied on real and personal property.

Department Initiatives:

The Department is taking advantage of the new Munis Chart of Accounts that was designed and implemented in FY2020 to improve departmental and statutory reporting, workflow and internal controls. Now that the Chart is complete, additional modules such as Employee Self Service and Tyler Content Manager are being layered into the system.

Beginning in FY2020, the Comptroller's Office migrated operating budget documents into the Wdesk platform which has significantly reduced manual compilation of the annual budget, allowing for quicker updates and more focus on value-added review. Wdesk has also replaced the legacy Capital Database (CIPs) and Program Improvement Requests (PIRs) beginning with the FY2022 budget development process.

Beginning in FY2019, the Assessor's and Treasurer's Office implemented supplemental tax billing as permitted by MGL chapter 59, section 2D. Over the last three fiscal years this has resulted in a modest amount of additional revenue for the Town.

The COVID-19 pandemic that began in March 2020 necessitated that all three divisions of the Finance Department refocus efforts to provide remote and electronic processing. All Finance staff have continued to work full-time throughout, both in Town offices and remotely, and we have maintained full service in all areas. The pandemic created new financial workloads such as processing thousands of refunds for both Town and School programs, enhanced budget monitoring, tracking and documenting COVID-related expenses, and reporting and filing claims for reimbursement to the Federal Emergency Management Agency (FEMA) and the Commonwealth of Massachusetts from the Coronavirus Relief Fund.

The pandemic has slowed progress on some FY2021 initiatives, so we expect to continue to focus on the following in FY2022, many of which are carrying forward from the current fiscal year:

Comptroller:

1. The Employee Self Service (ESS) module went live in FY2021 and employees now have view access to their own information in the online portal. The Comptroller's office continues to work on implementing Tyler Content Manager (TCM) in conjunction with the IT department. This module is an integrated document management and archiving system that will further expand functionality for ESS and move the department closer to paperless processing.
2. Over the last year the Federal Government has appropriated billions of dollars for pandemic relief through FEMA, the CARES Act, and the American Rescue Plan Act (ARPA). The Town of Lexington has been allocated millions of dollars through these programs and the Comptroller's office has taken on tracking, accounting, documentation and reporting of these funds. This initiative will continue for several more years and we will continue to maximize the amount of funding available to Lexington.
3. Partner with the Treasurer/Collector to implement electronic Accounts Payable as requested by vendors to decrease the overall number of printed and mailed checks.

Treasurer/Collector:

1. Implement an online portal for accepting gifts and donations for the Town's trust and gift accounts. Staff believes our existing payment vendor UniPay can be used for this purpose and will be working to design and implement this online payment option in the coming year.
2. Explore online access to individual property tax accounts.
3. The Water and Sewer department recently implemented the tracking of miscellaneous receivables (backflow billing) in Munis. The Finance department expects to add supplemental tax billing, PILOTS and TDM payments to this process in the coming year.

Assessor:

1. Enhance productivity through adoption of new technology to support data collection and input activity, including income and expense data.
2. Archive and electronically store all historical property record cards currently residing in the Assessor's Office.
3. Develop procedures for addressing and resolving commercial abatements without litigation.

Program Improvement Requests

None.

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$1,500,102	\$1,555,492	\$1,822,694	\$1,836,102	\$13,408	0.74%
Enterprise Funds (Indirects)	\$163,526	\$166,750	\$149,914	\$178,426	\$28,512	19.02%
Fees & Charges						
Charges for Services	\$34,229	\$42,645	\$32,000	\$32,000	\$0	—%
Total 8400 Finance	\$1,697,857	\$1,764,887	\$2,004,608	\$2,046,528	\$41,920	2.09%

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$1,328,134	\$1,393,047	\$1,510,973	\$1,547,693	\$36,720	2.43%
Expenses	\$369,723	\$371,841	\$493,635	\$498,835	\$5,200	1.05%
Total 8400 Finance	\$1,697,857	\$1,764,888	\$2,004,608	\$2,046,528	\$41,920	2.09%

Program Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Total 8410 Comptroller	\$632,386	\$630,442	\$767,639	\$795,763	\$28,124	3.66%
Total 8420 Treasurer/Collector	\$413,231	\$433,903	\$459,243	\$465,201	\$5,958	1.30%
Total 8430 Assessing	\$652,240	\$700,543	\$777,726	\$785,564	\$7,838	1.01%
Total 8400 Finance	\$1,697,857	\$1,764,888	\$2,004,608	\$2,046,528	\$41,920	2.09%

Object Code Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$1,325,306	\$1,393,252	\$1,510,973	\$1,547,693	\$36,720	2.43%
Overtime	\$2,827	\$(205)	\$0	\$0	\$0	—%
<i>Personal Services</i>	<i>\$1,328,133</i>	<i>\$1,393,047</i>	<i>\$1,510,973</i>	<i>\$1,547,693</i>	<i>\$36,720</i>	<i>2.43%</i>
Contractual Services	\$344,683	\$349,997	\$449,345	\$453,745	\$4,400	0.98%
Utilities	\$(4,641)	\$(1,980)	\$1,950	\$2,750	\$800	41.03%
Supplies	\$29,681	\$23,823	\$42,340	\$42,340	\$0	—%
Small Capital	\$0	\$0	\$0	\$0	\$0	—%
<i>Expenses</i>	<i>\$369,723</i>	<i>\$371,840</i>	<i>\$493,635</i>	<i>\$498,835</i>	<i>\$5,200</i>	<i>1.05%</i>
Total 8400 Finance	\$1,697,856	\$1,764,887	\$2,004,608	\$2,046,528	\$41,920	2.09%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8400 Finance

<i>Element 8410: Comptroller</i>	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Request
Asst. Town Manager for Finance/Comptroller	1	1	1	1
Town Accountant	1	1	1	1
Staff Accountant	1	1	1	1
Procurement Officer	0.91	0.91	0.91	0.91
Financial Clerk	1	1	1	1
Payroll Manager*	—	—	1	1
Budget Officer	1	1	1	1
Administrative Assistant	0.4	0.4	0.4	0.4
Subtotal FTE	6.31	6.31	7.31	7.31
Subtotal FT/PT	5FT/2PT	5FT/2PT	6FT/2PT	6FT/2PT

<i>Element 8420: Treasurer/Collector</i>				
Treasurer/Collector	1	1	1	1
Assistant Tax Collector	1	1	1	1
Treasury Assistant	1	1	1	1
Account Clerk	1	1	1	1
Municipal Clerk	0.46	0.46	0.46	0.46
Subtotal FTE	4.46	4.46	4.46	4.46
Subtotal FT/PT	4FT/1PT	4FT/1PT	4FT/1PT	4FT/1PT

<i>Element 8430: Assessor</i>				
Director of Assessing	1	1	1	1
Residential Field Manager	1	1	1	1
Residential Analyst/Inspector	2	2	2	2
Office Manager	1	1	1	1
Municipal Clerks	1	1	1	1
Subtotal FTE	6	6	6	6
Subtotal FT/PT	6FT/0PT	6FT/0PT	6FT/0PT	6FT/0PT

Total FTE	16.77	16.77	17.77	17.77
Total FT/PT	15FT/3 PT	15FT/3 PT	16FT/3 PT	16FT/3 PT

*In FY2022, a payroll manager was added via a program improvement.



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8400 Finance

Element: 8410 Comptroller

Budget Description: The Comptroller's Office, through the Town Accountant, is responsible for maintaining the Town's financial records in accordance with generally accepted accounting principles, running the payroll system, preparing and submitting numerous state and federal reports, and processing accounts payable warrants. The Office, working with the Town Manager, is also responsible for the preparation of annual operating and capital budgets. Other duties include the centralized procurement of goods and services in compliance with the requirements of Massachusetts General Laws.

FY2023 Requests: The requested FY2023 budget is a level-service budget which is increasing by \$28,124, or 3.66%. Compensation is increasing by \$28,124 or 4.39%, and is due to contractually obligated increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

Expenses for FY2023 are level-funded compared to FY2022.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$550,889	\$567,259	\$631,201	\$658,025	\$26,824	4.25%
513000	Overtime	\$2,827	\$(205)	\$0	\$0	\$0	—%
514090	Longevity	\$0	\$109	\$1,700	\$3,000	\$1,300	76.47%
511010	Part-Time Wages	\$0	\$0	\$7,488	\$7,488	\$0	—%
<i>Subtotal Compensation</i>		<i>\$553,716</i>	<i>\$567,163</i>	<i>\$640,389</i>	<i>\$668,513</i>	<i>\$28,124</i>	<i>4.39%</i>
520000	Contract Services	\$1,346	\$1,444	\$2,400	\$2,400	\$0	—%
538080	Printing & Forms	\$4,389	\$6,134	\$7,000	\$7,000	\$0	—%
530000	Professional Services	\$23,456	\$10,235	\$40,000	\$40,000	\$0	—%
538010	Advertising	\$0	\$0	\$500	\$500	\$0	—%
538060	Catering/Meals	\$164	\$0	\$500	\$500	\$0	—%
527030	Lease Agreements	\$11,442	\$8,988	\$12,000	\$12,000	\$0	—%
572000	Mileage	\$23	\$0	\$800	\$800	\$0	—%
542020	Postage & Mailing	\$31,772	\$37,273	\$40,000	\$40,000	\$0	—%
530060	Prof Dev & Training	\$995	\$2,506	\$4,600	\$4,600	\$0	—%
571000	Travel	\$1,289	\$0	\$1,200	\$1,200	\$0	—%
530040	Sem./Workshops/Conf.	\$1,400	\$0	\$2,000	\$2,000	\$0	—%
534030	Mobile Devices	\$(5,611)	\$(3,430)	\$750	\$750	\$0	—%
542000	Office Supplies	\$6,216	\$0	\$14,000	\$14,000	\$0	—%
573000	Membership/Dues	\$1,789	\$130	\$1,500	\$1,500	\$0	—%
<i>Subtotal Expenses</i>		<i>\$78,670</i>	<i>\$63,280</i>	<i>\$127,250</i>	<i>\$127,250</i>	<i>\$0</i>	<i>—%</i>
Total 8410 Comptroller		\$632,386	\$630,443	\$767,639	\$795,763	\$28,124	3.66%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8400 Finance

Element: 8420 Treasurer/Collector

Budget Description: The Treasurer/Collector's Office has responsibility for the timely collection and deposit of all town revenues, and the investment of all funds to maximize return on investment while balancing returns against the requirements of liquidity and safety. In addition, the Treasurer/Collector's Office is responsible for the issuance of all debt authorized to finance capital projects.

In response to a Select Board initiative, the Treasurer's and Assessor's offices implemented Supplemental Billing for property enhancements that occur during the fiscal year. In FY2021, a total of \$213,324 was collected from Supplemental Billing.

FY2023 Requests: The requested FY2023 budget reflects a \$5,958 or 1.30% increase from FY2022. Compensation is increasing by \$4,958 or 1.40% due to contractually obligated increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget. Expenses increase by \$1,000 or 0.95% compared to FY2022. The contract services line continues to include \$5,000 for legal expenses to continue the foreclosure process on delinquent accounts.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$310,173	\$319,685	\$327,277	\$331,867	\$4,590	1.40%
514090	Longevity	\$389	\$606	\$2,329	\$2,400	\$71	3.05%
511010	Part-Time Wages	\$21,108	\$22,562	\$24,882	\$25,179	\$297	1.19%
<i>Subtotal Compensation</i>		\$331,670	\$342,853	\$354,488	\$359,446	\$4,958	1.40%
520000	Contract Services	\$28,590	\$37,655	\$40,000	\$40,000	—	—%
538080	Printing & Forms	\$13,582	\$11,590	\$17,000	\$16,000	(1,000)	(5.88)%
538010	Advertising	\$783	\$0	\$1,000	\$1,000	—	—%
572000	Mileage	\$167	\$0	\$200	\$200	—	—%
542020	Postage & Mailing	\$35,360	\$38,303	\$37,000	\$39,000	2,000	5.41%
530060	Prof Dev & Training	\$0	\$0	\$5,000	\$5,000	—	—%
571000	Travel	\$167	\$0	\$300	\$300	—	—%
530040	Sem./Workshops/Conf.	\$120	\$40	\$300	\$300	—	—%
538040	Fidelity Bonds	\$1,663	\$1,663	\$1,665	\$1,665	—	—%
542000	Office Supplies	\$838	\$1,660	\$2,000	\$2,000	—	—%
573000	Membership/Dues	\$290	\$140	\$290	\$290	—	—%
<i>Subtotal Expenses</i>		\$81,560	\$91,051	\$104,755	\$105,755	\$1,000	0.95%
Total 8420 Treasurer/Collector		\$413,230	\$433,904	\$459,243	\$465,201	\$5,958	1.30%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8400 Finance

Element: 8430 Assessing

Budget Description: The Assessing Department is responsible for the establishment of full and fair value for all real and personal property in the Town, and the commitment of real and personal property taxes and motor vehicle taxes to the Treasurer's Office for collection. In addition, the Department rules on all applications for abatements and exemptions from property tax and motor vehicle excise bills.

FY2023 Requests: The requested FY2023 budget represents a \$7,838 or 1.01% increase from the FY2022 budget. Compensation is increasing by \$3,638 or 0.70% due to contractually obligated increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget. Expenses are increasing \$4,200 or 1.61%, which is a net increase that reflects a more realistic alignment of spending as compared to prior years.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$434,360	\$474,253	\$505,496	\$508,834	\$3,338	0.66%
514090	Longevity	\$388	\$778	\$2,600	\$2,900	\$300	11.54%
514100	Stipends	\$8,000	\$8,000	\$8,000	\$8,000	\$0	—%
<i>Subtotal Compensation</i>		<i>\$442,748</i>	<i>\$483,031</i>	<i>\$516,096</i>	<i>\$519,734</i>	<i>\$3,638</i>	<i>0.70%</i>
538080	Printing & Forms	\$1,407	\$651	\$6,000	\$4,000	\$(2,000)	(33.33)%
530000	Professional Services	\$105,635	\$116,149	\$129,000	\$137,600	\$8,600	6.67%
530030	Legal Services	\$65,000	\$67,525	\$70,500	\$70,500	\$0	—%
538010	Advertising	\$150	\$195	\$500	\$500	\$0	—%
527030	Lease Agreements	\$6,431	\$3,934	\$8,400	\$7,000	\$(1,400)	(16.67)%
572000	Mileage	\$1,259	\$452	\$1,800	\$1,800	\$0	—%
578010	Binding & Archiving	\$0	\$0	\$1,000	\$1,000	\$0	—%
542020	Postage & Mailing	\$7	\$7	\$1,800	\$0	\$(1,800)	(100.00)%
530060	Prof Dev & Training	\$7,330	\$3,481	\$8,700	\$8,700	\$0	—%
571000	Travel	\$0	\$0	\$6,500	\$6,500	\$0	—%
530040	Sem./Workshops/Conf.	\$756	\$1,775	\$1,680	\$1,680	\$0	—%
534030	Mobile Devices	\$970	\$1,450	\$1,200	\$2,000	\$800	66.67%
558000	Supplies	\$8,347	\$6,507	\$8,250	\$8,250	\$0	—%
573000	Membership/Dues	\$11,204	\$14,310	\$15,000	\$15,000	\$0	—%
558010	Clothing & Safety Equipment	\$997	\$1,077	\$1,300	\$1,300	\$0	—%
<i>Subtotal Expenses</i>		<i>\$209,493</i>	<i>\$217,513</i>	<i>\$261,630</i>	<i>\$265,830</i>	<i>\$4,200</i>	<i>1.61%</i>
Total 8430 Assessor		\$652,241	\$700,544	\$777,726	\$785,564	\$7,838	1.01%

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

FY2023 Proposed Budget - Recreation Department Presentation

PRESENTER:

Melissa Battite, Director of Recreation
& Community Programs

ITEM NUMBER:

I.3

SUMMARY:

No vote is requested for this agenda item.

Review preliminary FY2023 budget for the Recreation and Community Programs Department.

SUGGESTED MOTION:

FOLLOW-UP:

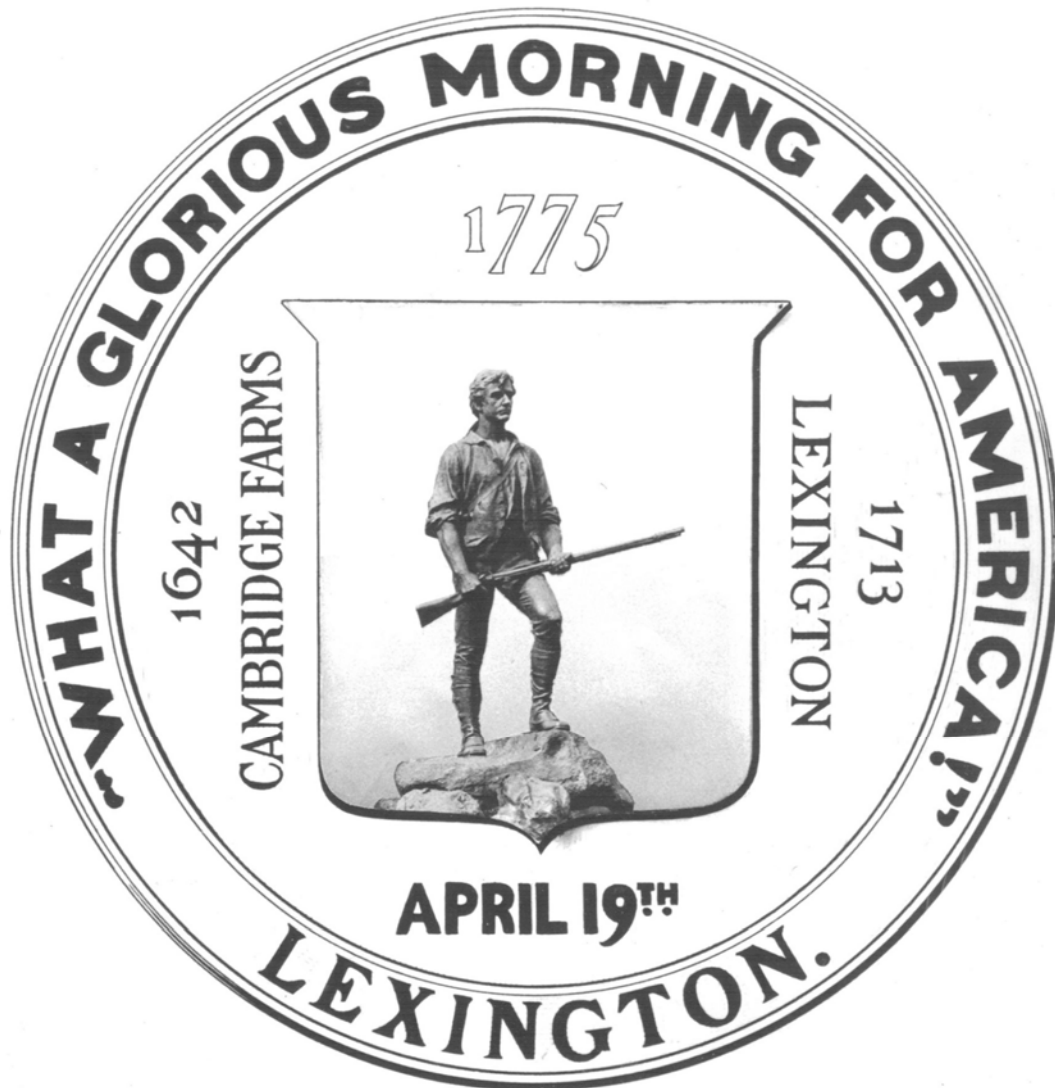
DATE AND APPROXIMATE TIME ON AGENDA:

11/30/2021

1:45pm

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Presentation - Recreation and Community Programs FY2023 Proposed Budget	Presentation



Recreation and Community Programs
Requested Budget
Fiscal Year 2023

Submitted by:
Melissa Battite, Director of Recreation and
Community Programs

Select Board Presentation
November 30, 2021



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 5000 Culture & Recreation **Subprogram:** 5200 Recreation & Community Programs

Mission: To provide affordable, quality programs meeting the needs of the community. We are committed to providing active and passive leisure opportunities that are educational, fun and life-enriching. The Department promotes participation by all Lexington residents in safe, accessible and well-maintained facilities.

Budget Overview: The Department of Recreation and Community Programs consists of four divisions: Administrative, Recreation, Pine Meadows Golf Course and the Community Center. The requested FY2023 operating budget is \$3,298,097. The significant changes include increases largely in part due to significant reductions within the revised FY2021 and FY2022 budgets due to the pandemic.

- Personal Services is increasing by 14.94% due to several factors including the increase to the minimum wage and hiring additional seasonal part-time staff as compared to FY2022 as the scope of programs and services offered is anticipated to continue increasing, staff coverage associated with operations at the Community Center, and contractual obligations.
- Expenses are increasing by 17.75% due to increased attendance at the Department's vendor programs, and increased costs for such items as supplies and clothing.
- For FY2023, the Indirect contribution to the General Fund to cover the cost of employee benefits and indirect services provided by other departments is \$286,104, and overall tax levy support for three Community Center staff and other department operations totals \$242,790.

The Department operates as an Enterprise Fund whereby program and facility fees cover the cost of operations. As such, the operating budget may increase or decrease year to year to meet changes in enrollment and facility use demands while responding to the community needs and industry trends. In 2015, the Recreation Department was reorganized and renamed the Department of Recreation and Community Programs. The Director of Recreation and Community Programs, through the Recreation Committee, will continue to set fees with the approval of the Select Board. The operating budget supports staff who manage and deliver programs along with the supplies needed to operate those programs.

Revenue generated through the Enterprise Fund also helps fund Capital Improvement Projects. As our mission states, the Department strives to provide affordable recreational programming that meets the needs of the community. In FY2021, the Department provided a total of \$19,435.65 in financial aid through funding sources including grants from Fund for Lexington, the Recreation Gift Fund, and the Dana Home Foundation, with additional subsidies through the Recreation Enterprise Fund operating budget.

Departmental Initiatives:

1. Implement the Key Findings of the 2020 Town of Lexington Community Needs Assessment along with the recommendations from the 2017 Recreation Facilities ADA Compliance Study in the development of the operational and capital improvement planning for the future needs of the community.
2. Recommend and implement Key Findings of the 2021 Athletic Fields Feasibility Study.
3. Continue the growth and implementation of the department's therapeutic, adaptive and inclusive recreation programming.
4. Explore alternative funding sources for the Recreation and Community Programs Department in order to sustain the Recreation Enterprise Fund and operations.
5. Support Townwide cultural and historic events.
6. Support Townwide diversity equity and inclusion initiatives.

Program Improvement Requests	Comp.	Expenses	Benefits	Total
Vehicle Replacement	\$ —	\$ 47,000	\$ —	\$ 47,000
Part-time Recreation Coordinator	\$ 25,000	\$ —	\$ 363	\$ 25,363
Program Guide - Mailing & Printing	\$ —	\$ 55,000	\$ —	\$ 55,000
Community Center Furniture	\$ —	\$ 25,000	\$ —	\$ 25,000
Community Center Generator	\$ —	\$ —	\$ —	\$ —
Total 5200 by Request	\$ 25,000	\$ 127,000	\$ 363	\$ 152,363

Program	FY2017 Budget	FY2018 Budget	FY2019 Budget	FY2020 Budget	FY2021 Revised Budget	FY2022 Budget	FY2023 Request
5210 Administration	\$ —	\$ —	\$ —	\$ 487,857	\$ 440,828	\$ 413,114	\$ 430,078
5220 Recreation	\$1,357,054	\$1,412,709	\$1,496,492	\$1,247,012	\$ 603,219	\$1,100,745	\$1,401,153
5230 Pine Meadows	\$ 541,475	\$ 545,520	\$ 561,470	\$ 550,750	\$ 500,800	\$ 547,800	\$ 550,800
5240 Community Center	\$ 727,759	\$ 766,884	\$ 792,531	\$ 667,959	\$ 459,274	\$ 528,277	\$ 629,962
Indirect Charges	\$ 247,826	\$ 254,826	\$ 261,826	\$ 269,681	\$ 277,771	\$ —	\$ 286,104
Debt Service	\$ 100,000	\$ 100,000	\$ —	\$ —	\$ —	\$ —	\$ —
	\$2,974,114	\$3,079,939	\$3,112,319	\$3,223,259	\$2,281,892	\$2,589,936	\$3,298,097

Funding Sources	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$214,292	\$208,859	\$618,916	\$509,215	\$242,790	\$(266,425)	(52.32)%
Enterprise Funds							
Retained Earnings	\$375,000	\$375,000	\$375,000	\$0	\$375,000	\$375,000	—%
Recreation User Charges	\$1,284,393	\$759,909	\$1,062,285	\$1,026,718	\$1,361,752	\$335,034	32.63%
Community Center User Charges	\$473,949	\$372,293	\$252,313	\$297,655	\$418,555	\$120,900	40.62%
Golf User Charges	\$756,462	\$759,738	\$1,162,256	\$756,348	\$900,000	\$143,652	18.99%
Investment Income	\$11,435	\$8,176	\$3,206	\$0	\$0	\$0	—%
Total 5200 Recreation	\$3,115,531	\$2,483,975	\$3,473,976	\$2,589,936	\$3,298,097	\$708,161	27.34%

Appropriation Summary	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Approp.	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$1,275,859	\$1,246,075	\$896,659	\$1,342,201	\$1,542,753	\$200,552	14.94%
Expenses	\$1,233,393	\$1,048,005	\$892,248	\$1,247,735	\$1,469,240	\$221,505	17.75%
Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	—%
Indirect Costs (Trans. to Gen. Fund)	\$261,826	\$269,681	\$277,771	\$0	\$286,104	\$286,104	—%
Total 5200 Recreation	\$2,771,078	\$2,563,761	\$2,066,678	\$2,589,936	\$3,298,097	\$708,161	27.34%

Program Summary	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Approp.	FY2023 Request	Dollar Increase	Percent Increase
Total 5210 Administration	\$0	\$422,614	\$367,309	\$413,114	\$430,078	\$16,964	4.11%
Total 5220 Recreation	\$1,334,976	\$862,440	\$544,972	\$1,100,745	\$1,401,153	\$300,408	27.29%
Total 5230 Pine Meadows	\$477,896	\$444,270	\$526,933	\$547,800	\$550,800	\$3,000	0.55%
Total 5240 Community Center	\$696,379	\$564,755	\$349,692	\$528,277	\$629,962	\$101,685	19.25%
Indirect Costs	\$261,826	\$269,681	\$277,771	\$0	\$286,104	\$286,104	—%
Total 5200 Recreation	\$2,771,077	\$2,563,760	\$2,066,677	\$2,589,936	\$3,298,097	\$708,161	27.34%

Object Code Summary	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Approp.	FY2023 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$1,274,891	\$1,245,956	\$896,567	\$1,342,201	\$1,542,753	\$200,552	14.94%
Overtime	\$968	\$118	\$92	\$0	\$0	\$0	—%
<i>Personal Services</i>	<i>\$1,275,859</i>	<i>\$1,246,074</i>	<i>\$896,659</i>	<i>\$1,342,201</i>	<i>\$1,542,753</i>	<i>\$200,552</i>	<i>14.94%</i>
Contractual Services	\$1,085,154	\$952,915	\$802,222	\$1,050,840	\$1,223,350	\$172,510	16.42%
Utilities	\$58,734	\$49,837	\$39,636	\$82,850	\$95,385	\$12,535	15.13%
Supplies	\$89,505	\$45,252	\$50,389	\$107,045	\$133,505	\$26,460	24.72%
Small Capital	\$0	\$0	\$0	\$7,000	\$17,000	\$10,000	142.86%
<i>Expenses</i>	<i>\$1,233,393</i>	<i>\$1,048,004</i>	<i>\$892,247</i>	<i>\$1,247,735</i>	<i>\$1,469,240</i>	<i>\$221,505</i>	<i>17.75%</i>
Debt	\$0	\$0	\$0	\$0	\$0	\$0	—%
Indirect	\$261,826	\$269,681	\$277,771	\$0	\$286,104	\$286,104	—%
Total 5200 Recreation	\$2,771,078	\$2,563,759	\$2,066,677	\$2,589,936	\$3,298,097	\$708,161	27.34%

Departmental Budget Requests

Program: 5000 Culture & Recreation

Subprogram: 5200 Recreation & Community Programs

<i>Element: 5210 Administration</i>	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Request
Director of Recreation and Community Programs	1	1	1	1
Administrative Manager	1	1	1	1
Municipal Assistant*	0.68	—	—	—
Administrative Assistant**	2	1.8	1.8	1.8
Subtotal FTE	4.68	3.8	3.8	3.8
Subtotal FT/PT	4FT/2PT	4FT/2PT	3FT/1PT	3FT/1PT
<i>Element: 5220 Recreation</i>	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Request
Assistant Director	1	1	1	1
Recreation Supervisor	1	1	1	1
Certified Therapeutic Recreation Specialist***	0.34	1	1	1
Seasonal (Part-time)	225+/-	225+/-	225+/-	225+/-
Subtotal FTE	2.34	3	3	3
Subtotal FT/PT	2FT/1PT	2FT/1PT	3FT/0PT	3FT/0PT
<i>Element: 5240 Community Center</i>	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Request
Community Center Director	1	1	1	1
Department Assistant	1	1	1	1
Municipal Assistant (2, PT)*	1	—	—	1
Youth & Family Coordinator	1	1	1	1
Building Supervisor (2, PT)*	1	—	—	1
Seasonal (Part-time)	50+/-	50+/-	50+/-	50+/-
Subtotal FTE	5	3	3	5
Subtotal FT/PT	3 FT/4 PT	3 FT/0 PT	3 FT/0 PT	3 FT/4 PT
Total FTE	12.02	9.8	9.8	11.8
Total FT/PT	9FT/7PT + Seasonal	9FT/7PT + Seasonal	10FT/1PT + Seasonal	10FT/5PT + Seasonal

*In FY2021, in light of the Community Center being closed, a number of staff were furloughed.

**The incumbent in the Administrative Assistant role has requested a 4-day schedule.

***In FY2019, a part-time Certified Therapeutic Recreation Specialist was added to staff for the full year. In FY2021, the position was expanded to full-time.



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 5000 Culture & Recreation **Subprogram:** 5200 Recreation & Community Programs

Element: 5210 Administration

Budget Description: The Administration Division is submitting a level-service budget to reflect the operational costs associated with the department, including budgets, AP/AR and payroll. This division was newly formed in FY2019 and is comprised of administrative expenses that previously were within program and service divisions, and which support staff that plan, schedule, coordinate, manage and deliver programs and services along with the supplies needed to operate these programs and facilities.

The Administration Division reflects a total increase of \$16,964 or 4.11%. Compensation reflects an increase of \$14,164 or 4.34%, which is due to contractually obligated step increases and cost-of-living adjustments.

The expenses associated with the department's overall operation and administration reflect an overall increase of \$2,800 or 3.22%.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$309,452	\$317,502	\$326,114	\$340,278	\$14,164	4.34%
513000	Overtime	\$0	\$0	\$0	\$0	\$0	—%
511010	Part-Time Wages	\$11,660	\$0	\$0	\$0	\$0	—%
<i>Subtotal Compensation</i>		<i>\$321,112</i>	<i>\$317,502</i>	<i>\$326,114</i>	<i>\$340,278</i>	<i>\$14,164</i>	<i>4.34%</i>
520000	Contract Services	\$30,630	\$20,086	\$30,000	\$32,000	\$2,000	6.67%
538080	Printing & Forms	\$37,686	\$600	\$0	\$0	\$0	—%
527030	Lease Agreements	\$5,700	\$4,290	\$5,000	\$5,000	\$0	—%
572000	Mileage	\$360	\$13	\$2,500	\$2,000	\$(500)	(20.00)%
542020	Postage & Mailing	\$8,013	\$185	\$0	\$0	\$0	—%
530060	Prof Dev & Training	\$4,373	\$1,690	\$8,000	\$8,000	\$0	—%
571000	Travel	\$464	\$0	\$2,000	\$2,000	\$0	—%
530040	Sem./Workshops/Conf.	\$2,010	\$1,242	\$8,000	\$8,000	\$0	—%
534040	Software Maintenance	\$4,734	\$14,495	\$15,000	\$15,000	\$0	—%
534030	Mobile Devices	\$2,880	\$2,640	\$2,400	\$2,800	\$400	16.67%
558000	Supplies	\$1,729	\$304	\$4,000	\$4,000	\$0	—%
542000	Office Supplies	\$1,658	\$930	\$4,900	\$3,500	\$(1,400)	(28.57)%
573000	Membership/Dues	\$1,265	\$3,332	\$2,200	\$3,500	\$1,300	59.09%
558010	Clothing & Safety Equipment	\$0	\$0	\$0	\$1,000	\$1,000	—%
542040	Office Equipment	\$0	\$0	\$3,000	\$3,000	\$0	—%
585030	Vehicles	\$0	\$0	\$0	\$0	\$0	—%
<i>Subtotal Expenses</i>		<i>\$101,502</i>	<i>\$49,807</i>	<i>\$87,000</i>	<i>\$89,800</i>	<i>\$2,800</i>	<i>3.22%</i>
Total 5210 Administration		\$422,614	\$367,309	\$413,114	\$430,078	\$16,964	4.11%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 5000 Culture & Recreation **Subprogram:** 5200 Recreation & Community Programs

Element: 5220 Recreation

Budget Description: The Recreation Division operating budget supports staff that plan, schedule, coordinate, manage and deliver recreation programs along with the supplies and equipment needed to operate these programs and facilities. The budget also supports the outdoor recreation facilities including parks, athletic facilities such hard court surfaces, natural and synthetic playing fields, the swimming pool, Old Reservoir and town playgrounds.

The Recreation Division reflects a total increase of \$300,408, or 27.29%, which is primarily due to increased participation in contractual programs and services, increases in facility and equipment repair and maintenance costs, an increase in lease agreements for the continuation of a portable restroom pilot program that was implemented at various parks in Fall 2021, and increases for direct program supplies and clothing.

Compensation reflects an increase of \$153,213, or 25.75%, which reflects a minimum wage increase for seasonal part-time staff, the reintroduction of regular part-time positions, and employee contractual obligations.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$161,265	\$198,973	\$221,759	\$237,489	\$15,730	7.09%
514000	Other Compensation	\$0	\$0	\$7,250	\$7,250	\$0	—%
513000	Overtime	\$0	\$0	\$0	\$0	\$0	—%
514090	Longevity	\$388	\$603	\$900	\$1,200	\$300	33.33%
511010	Part-Time Wages	\$20,549	\$12,804	\$0	\$0	\$0	—%
512000	Seasonal Part-Time	\$343,200	\$104,549	\$365,001	\$502,184	\$137,183	37.58%
514100	Stipends	\$0	\$0	\$0	\$0	\$0	—%
<i>Subtotal Compensation</i>		<i>\$525,402</i>	<i>\$316,929</i>	<i>\$594,910</i>	<i>\$748,123</i>	<i>\$153,213</i>	<i>25.75%</i>
520000	Contract Services	\$201,177	\$68,901	\$269,440	\$342,000	\$72,560	26.93%
538080	Printing & Forms	\$0	\$342	\$350	\$850	\$500	142.86%
538110	Police Details	\$16,262	\$0	\$18,500	\$20,000	\$1,500	8.11%
530000	Professional Services	\$4,905	\$8,719	\$12,500	\$15,500	\$3,000	24.00%
538010	Advertising	\$143	\$129	\$0	\$—	\$0	—%
524020	Facility Service & Repair	\$22,568	\$77,077	\$32,000	\$44,500	\$12,500	39.06%
524030	Equip. Service & Repair	\$8,423	\$693	\$6,000	\$15,000	\$9,000	150.00%
527030	Lease Agreements	\$0	\$0	\$0	\$15,000	\$15,000	—%
572000	Mileage	\$370	\$226	\$600	\$1,300	\$700	116.67%
542020	Postage & Mailing	\$93	\$0	\$0	\$—	\$0	—%
530060	Prof Dev & Training	\$1,145	\$0	\$4,400	\$5,800	\$1,400	31.82%
571000	Travel	\$90	\$0	\$0	\$—	\$0	—%
530040	Sem./Workshops/Conf.	\$363	\$0	\$700	\$700	\$0	—%
534040	Software Maintenance	\$357	\$301	\$1,050	\$900	\$(150)	(14.29)%
521010	Electricity	\$35,329	\$34,427	\$65,000	\$77,500	\$12,500	19.23%
521020	Oil Heat	\$640	\$0	\$1,000	\$1,000	\$0	—%
531000	Water/Sewer	\$8,586	\$631	\$11,600	\$11,600	\$0	—%
534020	Telephone	\$878	\$598	\$750	\$375	\$(375)	(50.00)%
534030	Mobile Devices	\$150	\$0	\$0		\$0	—%
558000	Supplies	\$11,367	\$5,284	\$32,200	\$40,000	\$7,800	24.22%
542000	Office Supplies	\$720	\$0	\$900	\$1,200	\$300	33.33%
573000	Membership/Dues	\$0	\$35	\$545	\$635	\$90	16.51%
558010	Clothing & Safety Equipment	\$16,752	\$16,841	\$29,250	\$37,620	\$8,370	28.62%
545010	Chemicals & Cleaning Supplies	\$6,721	\$10,143	\$14,000	\$16,000	\$2,000	14.29%
553060	Tools/Lumber/Hardware	\$0	\$0	\$550	\$550	\$0	—%
546010	Landscaping Supp. & Mat.	\$0	\$3,697	\$2,500	\$3,000	\$500	20.00%
542040	Office Equipment	\$0	\$0	\$2,000	\$2,000	\$0	—%
585030	Vehicles	\$0	\$0	\$0		\$0	—%
<i>Subtotal Expenses</i>		<i>\$337,039</i>	<i>\$228,044</i>	<i>\$505,835</i>	<i>\$653,030</i>	<i>\$147,195</i>	<i>29.10%</i>
591000	Long-Term Debt Principal	\$0	\$0	\$0	\$0	—	—%
<i>Subtotal Debt Service</i>		<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>—%</i>
Total 5220 Recreation		\$862,441	\$544,973	\$1,100,745	\$1,401,153	\$300,408	27.29%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 5000 Culture & Recreation **Subprogram:** 5200 Recreation & Community Programs

Element: 5230 Pine Meadows Golf Course

Budget Description: The Golf Course division is submitting a level-service budget and reflects a net increase of \$3,000 or 0.55%, reflecting additional funds needed for facility repair and supplies. Contractual Services reflects a decrease of \$(14,000), due to a projected decrease in play, leading to decreased credit card fees.

The Town contracts with a professional golf management and maintenance company to oversee the operations at the Pine Meadows Golf Course. The budget and management contract is administered and overseen by the Director of Recreation and Community Programs. The Director works in partnership with the management company to facilitate day-to-day operations and conditions of the golf course. The Director works closely with the Recreation Committee in recommending policy and establishing fees. A full-time professional golf course superintendent maintains the course and a golf professional provides a full scope of programs, including lessons and clinics for youth and adults in addition to several weekday and weekend golf leagues.

The golf course management company oversees the day-to-day operations at Pine Meadows. The current contract is awarded to New England Golf Corporation (NEGC). In January 2019, NEGC was awarded a three-year contract, with an option for two, one-year extensions. NEGC has managed the facility since 1996. The current period utilizes the first optional extension, and will expire in December 2022.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
520000	Contract Services	\$424,185	\$480,849	\$491,000	\$477,000	\$(14,000)	(2.85)%
530000	Professional Services	\$1,050	\$3,875	\$5,000	\$6,000	\$1,000	20.00%
524020	Facility Service & Repair	\$0	\$8,295	\$3,000	\$10,000	\$7,000	233.33%
524030	Equip. Service & Repair	\$0	\$3,251	\$5,000	\$7,500	\$2,500	50.00%
527020	Equipment Rental	\$0	\$0	\$1,000	\$1,000	\$0	—%
527030	Lease Agreements	\$15,497	\$20,626	\$22,300	\$22,300	\$0	—%
571000	Travel	\$695	\$0	\$1,000	\$1,000	\$0	—%
530040	Sem./Workshops/Conf.	\$738	\$0	\$5,000	\$5,000	\$0	—%
531030	Gasoline/Diesel	\$764	\$736	\$1,500	\$1,500	\$0	—%
558000	Supplies	\$940	\$8,451	\$6,000	\$12,000	\$6,000	100.00%
573000	Membership/Dues	\$400	\$850	\$1,000	\$1,500	\$500	50.00%
546010	Landscaping Supp. & Mat.	\$0	\$0	\$3,000	\$3,000	\$0	—%
548020	Vehicle Parts & Supplies	\$0	\$0	\$1,000	\$1,000	\$0	—%
585020	Small Equipment	\$0	\$0	\$2,000	\$2,000	\$0	—%
<i>Subtotal Expenses</i>		<i>\$444,269</i>	<i>\$526,933</i>	<i>\$547,800</i>	<i>\$550,800</i>	<i>\$3,000</i>	<i>0.55%</i>
Total 5230 Pine Meadows		\$444,269	\$526,933	\$547,800	\$550,800	\$3,000	0.55%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 5000 Culture & Recreation **Subprogram:** 5200 Recreation & Community Programs

Element: 5240 Community Center

Budget Description: The Lexington Community Center opened in July 2015. In the first six years of operation, attendance has reached over 450,000. Visitors to the Community Center are of all ages and abilities. Some drop in for congregate meals, discussion and support groups, to play games such as Bridge and Billiards, and to exercise in the fitness rooms. Others come to participate in planned programs such as Zumba and Yoga, or youth classes in robotics, cooking, chess and archery. A large portion of our visitation caters to community groups, who use the center to hold their weekly, monthly or annual meetings. Whether patrons are coming for a Recreation-sponsored service, or to participate in something offered by the Human Services Department, the customer service transaction counter allows for one-stop shopping. With the adoption of a new registration software system in December 2020, the delivery of programs and services have become even more seamless between the departments.

The Community Center Division is submitting a level-service budget for FY2023 which represents a \$101,685 or 19.25% increase from FY2022, which is primarily due to reintroducing the wages associated with staff furloughed during FY2021 and direct costs associated with resuming programming. The budget supports staff that plan, schedule, coordinate, manage, supervise and deliver community programs along with the supplies needed to operate these programs. The Community Center provides drop-in program space and offers leisure opportunities and classes promoting social, emotional, cognitive and wellness for residents of all ages and abilities. It provides residents a wide variety of programs that are designed to be fun, educational and life-enriching. Membership is free to Lexington residents to enjoy the center with flexibility for use within a beautiful and friendly, year-round multi-generational center.

The General Fund compensation request (\$242,790) is for the Community Center Director, Department Assistant and Youth & Family Program Coordinator. The Recreation Enterprise Fund request (\$211,562) is for three part-time Municipal Assistants and two part-time Building Supervisors who staff the building on weekday evenings and on Saturdays. This request also funds part-time seasonal employees who facilitate and run community programs. Expenses (\$175,610) represents an increase of \$68,510 or 63.97%, and includes contractual services for program instructors as well as the supplies necessary for programming and operations at the Community Center.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$215,698	\$227,151	\$231,419	\$242,790	\$11,371	4.91%
513000	Overtime	\$118	\$92	\$0	\$0	\$0	—%
511010	Part-Time Wages	\$89,452	\$935	\$129,758	\$126,562	\$(3,196)	(2.46)%
512000	Seasonal Part-Time	\$94,291	\$34,050	\$60,000	\$85,000	\$25,000	41.67%
514100	Stipends	\$0	\$0	\$0	\$0	\$0	—%
<i>Subtotal Compensation</i>		\$399,559	\$262,228	\$421,177	\$454,352	\$33,175	7.88%
520000	Contract Services	\$159,626	\$86,337	\$101,500	\$155,000	\$53,500	52.71%
524030	Equip. Service & Repair	\$1,257	\$0	\$0	\$5,000	\$5,000	—%
530040	Sem./Workshops/Conf.	\$3	\$0	\$0		\$0	—%
534030	Mobile Devices	\$610	\$605	\$600	\$610	\$10	1.67%
558000	Supplies	\$3,510	\$513	\$5,000	\$5,000	\$0	—%
542000	Office Supplies	\$190	\$10	\$0	\$0	\$0	—%
585020	Small Equipment	\$0	\$0	\$0	\$10,000	\$10,000	—%
<i>Subtotal Expenses</i>		\$165,196	\$87,465	\$107,100	\$175,610	\$68,510	63.97%
Total 5240 Community Center		\$564,755	\$349,693	\$528,277	\$629,962	\$101,685	19.25%

FY2023 Program Improvement Request

#__ of 5

Department: Recreation and Community Programs

Element: 5210 - Administration

PIR Title: Vehicle Replacement

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
	Vehicle		\$ 42,000	\$ 5,000	\$ 47,000
					\$ —
					\$ —
	Total Expenses		\$ 42,000	\$ 5,000	\$ 47,000

Purpose/Description of Request:

The Director of Recreation and Community Programs' 2016 Ford Edge town issued vehicle is due for replacement. The 2016 vehicle was funded through the Recreation Enterprise Fund, is registered through the Lexington Police Department maintained by both the Department of Public Works and or private service shops.

Service Implication:

Access to a town owned vehicle allows the Director to travel to the many recreation and town owned facilities throughout the year. Due to the age of the vehicle, it is no longer covered under the town's insurance plan for damage or collision. The estimated cost is for a hybrid SUV.

FY2023 Program Improvement Request

#__ of 5

Department: Recreation and Community Programs

Element: 5220 - Recreation

PIR Title: Part-time Recreation Coordinator

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages			\$ 25,000	\$ 25,000
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ 25,000	\$ 25,000
<u>Benefits</u>					
	Benefits Eligible?	0		\$ 363	\$ 363
<u>Expenses</u>					
					\$ —
					\$ —
					\$ —
	Total Expenses		\$ —	\$ —	\$ —

Purpose/Description of Request:

This is a reintroduction and replacement of part time wages that were furloughed and later eliminated as part of the FY21 and FY22 budget cycles in an effort to balance the Recreation Enterprise Fund after a \$1M loss. The wages eliminated represented two part time staff that supported the Administrative division. Through a series of efficiencies, a new point of sale system and the growth of service areas in the Recreation and Community Center divisions, the wages are being reintroduced as a Recreation Coordinator to best support the department's growth and needs.

Service Implication:

This position will directly support the delivery of programs, services and facility needs under the direction of the Assistant Director of Recreation and the Community Center Director. This includes delivery of front line, direct service as well as support to program development, implementation and growth associated with the department needs and industry trends. As the demand for programs and services increase, the need for additional professional recreation staff has increased. This will allow the mid-managers and professional staff the staff resources needed in order to maintain level services as the community needs and demands change for increased inclusion, technology and special events as noted in the Key Findings of the 2020 Community Needs Assessment. Without this staff support, the department will be unable to maintain the current level of service, sustain relevance and competitive in the community and market.

FY2023 Program Improvement Request

#__ of 5

Department: Recreation and Community Programs

Element: 5210 - Administration

PIR Title: Program Guide - Mailing & Printing

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
	Printing & Mailing			\$ 55,000	\$ 55,000
					\$ —
					\$ —
	Total Expenses		\$ —	\$ 55,000	\$ 55,000

Purpose/Description of Request:

This is a reintroduction and replacement of expenses that were eliminated as part of the FY2021 and FY2022 budget cycles in an effort to balance the Recreation Enterprise Fund after a \$1M loss. The expenses eliminated represented the printing and mailing of (4) seasonal brochures to each household. Although online registration and program guides are available, the Community demand continues to be for a hard copy to review and access. The 2020 Community Needs Assessment identified the seasonal program guide as the number one way that the information was accessed.

Service Implication:

Although the community has pivoted to accessing the department services and information through online platforms, the electronic program guide and point of sale system, the demand for a printed program guide remains. Providing the printed guide and mailing it to each Lexington household supports the Town's mission to provide accessible services to all residents.

FY2023 Program Improvement Request

#__ of 5

Department: Recreation and Community Programs

Element: Cash Capital - Non-Recreation Enterprise Fund

PIR Title: Community Center Furniture

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Expenses</u>					
	Furniture		\$ 25,000		\$ 25,000
					\$ —
	Total Expenses		\$ 25,000	\$ —	\$ 25,000

Purpose/Description of Request:

When the Community Center opened 6 years ago, new furniture was purchased for the common areas, such as the lobby, lounge, library and the rotunda. Seating was also added for drop in spaces like billiards, ping pong, and two multipurpose meeting rooms. These areas are free and open to all Lexington Residents and have seen heavy use over the years for drop in activities, organized programs, and informal meeting space. The upholstery on the chairs and couches is worn, stained and tearing on some of the more popular pieces. The wooden arms are also showing age and the stain is rubbing off. The thousands of visitors to the Community Center want to feel at home in the communal spaces in the building, as it has often been referred to as "Lexington's Living Room." It is important to maintain this feel and properly plan for the upkeep and replacement of the couches and over 60 upholstered chairs in the building.

In addition to the drop in common areas, some of the meeting rooms have furniture due for replacement. The tables and chairs that were brought over from the Muzzey Senior Center are not amenable to the multipurpose spaces, which are used by the many local organizations and Town-sponsored committees in Lexington. Furniture that can be rearranged for multiple set ups, moved into different spaces, and easily stored is needed to accommodate the high demand and use of the rooms.

Service Implication:

The goal of the Community Center is to provide a community "living room" for all to gather. Without safe, clean and well maintained communal furniture, this environment of the Center will change and no longer support the original intention of the open spaces that invites visitors to come, stay, play and socialize. If new furniture is not purchased, the repair and/or replacement of the existing furniture would require creative funding through donations or other revenue sources. While the Recreation and Community Programs Department manages and operates the Community Center, the spaces that are free to the public and do not generate revenue through fees are not accounted for within the Recreation Enterprise Fund or Human Services Department budget.

FY2023 Program Improvement Request

#__ of 5

Department: Recreation and Community Programs

Element: 5210 - Administration

PIR Title: Community Center Generator

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
					\$ —
					\$ —
					\$ —
	Total Expenses		\$ —	\$ —	\$ —

Purpose/Description of Request:

The Community Center opened in July 2016 and continues to meet many of the needs of the community. The purchase and original intention for the Center included a Phase 2 to address the outstanding needs identified in the community planning. A generator is one item of Phase 2 that has not yet been addressed. The Center has been utilized as a cooling, warming and charging location several times over the past 6+ years. Although this has been well received, the hours of access are limited to the existing hours of operation (M-F: 8a-9p, Sat: 9a-5p and closed Sundays). Over the past 20 months while staff worked and provided services remotely, consistent access to the town's technology was crucial to providing the required support and continuity to the community. When the Community Center loses power, all remote access is lost.

Service Implication:

A generator will allow continuity of services, both in person and remote in addition to a safe place for the community to gather when impacted by weather and utility events to stay warm, cool off and remain connected with their devices.



Recreation & Community Programs

FY2023-27 Capital Summary

ID#	Program Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
6201	Pine Meadows Improvements	\$ 95,000	\$ —	\$ 250,000	\$ —	\$ 60,000	Recreation
6203	Pine Meadows Equipment	\$ —	\$ 95,000	\$ —	\$ 75,000	\$ 30,000	Recreation
Total Recreation Enterprise Capital Programs		\$ 95,000	\$ 95,000	\$ 250,000	\$ 75,000	\$ 90,000	

ID#	Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
Rec-23-1	Pine Meadows Clubhouse Renovation	\$ —	\$ 120,000	\$ —	\$ 1,680,000	\$ —	Cash Capital, Bonding
Rec-23-2	Lincoln Park Field Improvements	\$ —	\$ —	\$ 775,000	\$ 806,000	\$ 838,000	Cash Capital, Bonding, CPA, Private, Other
Rec-23-3	Town Pool Water Heater Replacement	\$ 31,000	\$ —	\$ —	\$ —	\$ —	Cash Capital
Total Recreation Capital Projects		\$ 31,000	\$ 120,000	\$ 775,000	\$ 2,486,000	\$ 838,000	

ID#	CPA Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
Rec-CPA-1	Park and Playground Improvements	\$ 200,000	\$ 150,000	\$ 800,000	\$ 835,000	\$ 250,000	CPA
Rec-CPA-2	Park Improvements - Athletic Fields	\$ 250,000	\$ 285,000	\$ 480,000	\$ —	\$ —	CPA
Rec-CPA-3	Park Improvements - Hard Court Surfaces	\$ 2,500,000	\$ —	\$ —	\$ —	\$ —	CPA
Rec-CPA-4	Park Improvements - Site Amenities	\$ —	\$ 30,000	\$ —	\$ 30,000	\$ —	CPA
Rec-CPA-5	Cricket Field Construction	\$ —	\$ —	\$ —	\$ 200,000	\$ —	CPA
Rec-CPA-6	Community Park Master Plan - Lincoln Park	\$ 100,000	\$ —	\$ —	\$ —	\$ —	CPA
Rec-CPA-7	Lincoln Park Fitness Stations Equipment	\$ —	\$ —	\$ —	\$ —	\$ 50,000	CPA
Rec-23-2	Lincoln Park Field Improvements	\$ —	\$ 25,000	\$ 425,000	\$ 442,000	\$ 460,000	Cash Capital, Bonding, CPA, Private, Other
Total Recreation CPA Projects		\$ 3,050,000	\$ 490,000	\$ 1,705,000	\$ 1,507,000	\$ 760,000	

Town of Lexington, Massachusetts



Fiscal Year 2023

Recreation & Community Programs Enterprise Capital Program Submission



Recreation & Community Programs

FY2023-27 Enterprise Capital Program Summary

ID#	Program Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
6201	Pine Meadows Improvements	\$ 95,000	\$ —	\$ 250,000	\$ —	\$ 60,000	Recreation
6203	Pine Meadows Equipment	\$ —	\$ 95,000	\$ —	\$ 75,000	\$ 30,000	Recreation
Total Recreation Enterprise Capital Programs		\$ 95,000	\$ 95,000	\$ 250,000	\$ 75,000	\$ 90,000	



Town of Lexington - FY2023-27 Capital Program Investment

Program Name: Pine Meadows Improvements

Date: 8/30/05

Program ID: 6201 **Department:** Recreation & Community Programs

Revised: 9/14/21

Submitted by: Melissa Battite

Phone: (781) 698-4801

Email: mbattite@lexingtonma.gov

Description of Capital Program:

In FY2023, the Recreation Committee requests \$95,000 from the Recreation Enterprise Fund to install new fairway bunkers on the 2nd and 7th holes, install a greenside bunker at the 8th hole, reconstruct the bunker on the 9th green and expand the tee at the 9th hole, reconstruct the middle tee on the 8th hole, and complete the design and engineering work associated with the cart path restoration and renovation on the 5th hole.

Goals of Capital Program:

Pine Meadows is a valuable open space and recreational resource for the Town of Lexington. It is used year round by residents to play golf, cross-country ski, sled and walk. Improvements are necessary to provide quality playing conditions. This will ensure an enjoyable golfing experience resulting in more play and revenue for the Town.

Impact if Not Maintained:

These enhancements will help to improve the overall playability of the golf course. If these improvements are not undertaken, the conditions will worsen, which could result in a reduced number of rounds played, and will continue to decrease the ability to maintain these areas.

Major Spending over Past 5 Years:

The green on the 4th hole was reconstructed in FY2017. In FY2020, the bunkers on the 6th and 7th green were reconstructed, the bunker on the 5th hole was converted to a grass hollow, the forward tee on the 6th hole was rebuilt, drainage work on the 7th hole was completed, the cart paths on the 1st hole by the green to the 2nd tee and from the parking lot to the 5th tee were reconstructed, the cart path by the 4th green was relocated and the cart path on the 6th and 7th holes were repaired and extended. A total of \$140,000 was appropriated for both of these projects.

Work Currently Underway:

The design and engineering work associated with the drainage improvement project on the 1st and 2nd fairways, which is scheduled for FY2025, will be taking place in FY2022.

Planned Spending for Next 5 Years:

FY2025: \$250,000 - Complete the drainage improvements on the 1st and 2nd fairways and renovate the cart path on the 5th hole. The design and engineering phase for the drainage improvements will be completed in FY2022 and the design and engineering phase for the 5th cart path will be completed in FY2023.

FY2027: \$60,000 - Reshape the 2nd green (which will involve stripping the sod, shaping the green, and replacing the existing sod), cart path and restoration work at the 7th tee, extend the 3rd fairway to the left and install irrigation, and complete a new Master Plan (replacing the 2006 Master Plan, which is substantially complete).

Basis for Cost Projections:

The cost is based on an estimate provided by a golf course architect in August 2021. All cost estimates are provided in then-year dollars (FY2023 request in FY2023 dollars, FY2025 request in FY2025 dollars, FY2027 request in FY2027 dollars).

Stakeholders: Residents, Non-Residents, DPW, Recreation & Community Programs, Recreation Committee, Lexington High Golf Team, Minuteman High School, and the Conservation Commission

Operating Budget Impact:

A reduction in revenue if the fairways, greens, and tee boxes are not playable.

Funding Source: Recreation

Prior Authorizations:

Town Meeting	Authorized	Expended	Encumbered	Remaining	Returned
2016/9	\$ 65,000	\$ 64,677	\$ —	\$ —	\$ 323
2019/15A	\$ 75,000	\$ 69,859	\$ —	\$ —	\$ 5,141
2021/11A	\$ 25,000	\$ —	\$ —	\$ 25,000	\$ —
Totals	\$ 165,000	\$ 134,536	\$ —	\$ 25,000	\$ 5,464

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer	\$ 25,000		\$ 20,000		\$ 15,000
Construction	\$ 60,000		\$ 210,000		\$ 40,000
Equipment					
Contingency	\$ 10,000		\$ 20,000		\$ 5,000
Totals	\$ 95,000	\$ —	\$ 250,000	\$ —	\$ 60,000
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Program Investment

Program Name: Pine Meadows Equipment

Date: 8/08/11

Program ID: 6203 **Department:** Recreation & Community Programs

Revised: 9/14/21

Submitted by: Melissa Battite

Phone: (781) 698-4801

Email: mbattite@lexingtonma.gov

Description of Capital Program:

The past and future success at Pine Meadows can be attributed to the ongoing investment in golf course infrastructure and equipment to maintain the 88 acres of property. Sufficient equipment is needed to properly maintain the golf course on a daily basis and also to provide superior playing conditions on a consistent basis throughout the year.

Goals of Capital Program:

Each day, the course is open for play from dawn to dusk. The golf course is staffed so that the greens, tees, and fairways can be cut with minimal disruption of play while providing outstanding playing conditions. The quality and height of cut from mowers ensures that golfers will be able to quickly locate their ball and be able to hit a satisfactory shot resulting in an improved pace of play. An improved pace of play and superior playing conditions ensures an enjoyable golfing experience resulting in more play and revenue to the Town.

The overall aesthetic quality of a golf course is very important to its ultimate financial success. The good maintenance of a golf course requires equipment that operates efficiently, effectively, and safely.

Electric and/or hybrid options will be considered when purchasing new equipment.

Impact if Not Maintained:

If the turf and fairways are not maintained properly, it will affect the quality of play and the Town will lose customers, thus reducing revenue. In addition to the financial loss, employee safety issues arise if machinery is operated beyond its reasonable life span.

Major Spending over Past 5 Years:

In FY2018, a new Toro Triplex mower for the greens and an Excel Hustler Trim mower were purchased. In FY2019, a new Toro Triplex mower for the tees and fringe, a Smithco Super Bunker Rake, and a Lely Spreader were purchased. In FY2022, a new Toro Fairway mower will be purchased. A total of \$177,000 was appropriated for this new equipment.

Work Currently Underway:

A new Toro Fairway mower will be purchased in FY2022, replacing the 2012 fairway mower. The life expectancy of a fairway mower is 10 years.

Planned Spending for Next 5 Years:

FY2024: \$95,000 - Purchase a new Turfco Top Dresser replacing the 2001 Turfco Top Dresser and a Toro Groundsmaster 4500D Rough Mower replacing a 2015 Toro Groundsmaster 4500D Rough Mower. The life expectancy of a top dresser is 15 years and 8 years for a rough mower.

FY2026: \$75,000 - Purchase a new Toro Triplex greens mower replacing the 2009 Jacobsen mower, a buffalo blower replacing the 2007 buffalo blower, and a Toro Workman utility vehicle replacing the 2006 Toro Workman utility vehicle. The life expectancies of a greens mower and buffalo blower are both 10 years and 13 years for a utility vehicle.

FY2027: \$30,000 - Purchase a new Toro fairway aerator replacing the 2006 Toro fairway aerator. The life expectancy of a fairway aerator is 12 years.

Basis for Cost Projections:

August 2021 cost estimate. All cost estimates are provided in then-year dollars (FY2024 request in FY2024 dollars, FY2026 request in FY2026 dollars, FY2027 request in FY2027 dollars).

Stakeholders: Residents, Non-Resident Golfers, Recreation & Community Programs, Recreation Committee, Lexington Public Schools Golf Team, Minuteman Tech High School Golf Team

Operating Budget Impact:

Reduce repair costs.

Funding Source: Recreation

Prior Authorizations:

Town Meeting	Authorized	Expended	Encumbered	Remaining	Returned
2017/11	\$ 55,000	\$ 51,812	\$ —	\$ —	\$ 3,188
2018/15	\$ 60,000	\$ 60,000	\$ —	\$ —	\$ —
2021/11B	\$ 62,000	\$ —	\$ —	\$ 62,000	\$ —
Totals	\$ 177,000	\$ 111,812	\$ —	\$ 62,000	\$ 3,188

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer					
Construction					
Equipment		\$ 95,000		\$ 75,000	\$ 30,000
Contingency					
Totals	\$ —	\$ 95,000	\$ —	\$ 75,000	\$ 30,000
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —

Town of Lexington, Massachusetts



Fiscal Year 2023

Recreation & Community Programs Capital Project Submissions



Recreation & Community Programs FY2023-27 Capital Project Summary

ID#	Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
Rec-23-1	Pine Meadows Clubhouse Renovation	\$ —	\$ 120,000	\$ —	\$ 1,680,000	\$ —	Cash Capital, Bonding
Rec-23-2	Lincoln Park Field Improvements	\$ —	\$ —	\$ 775,000	\$ 806,000	\$ 838,000	Cash Capital, Bonding, CPA, Private, Other
Rec-23-3	Town Pool Water Heater Replacement	\$ 31,000	\$ —	\$ —	\$ —	\$ —	Cash Capital
Total Recreation Capital Projects		\$ 31,000	\$ 120,000	\$ 775,000	\$ 2,486,000	\$ 838,000	



Town of Lexington - FY2023-27 Capital Improvement Project

Project Name: Pine Meadows Clubhouse Renovation

Date: 8/15/17

Project ID: Rec-23-1 **Department:** Recreation & Community Programs

Revised: 9/14/21

Submitted by: Melissa Battite

Phone: (781) 698-4801

Email: mbattite@lexingtonma.gov

Description of Project:

The Recreation Committee is requesting \$120,000 in FY2024 for the design and engineering costs associated with a renovation of the clubhouse at the Pine Meadows Golf Club. This request was initially submitted in FY2021 and FY2022, but was postponed as a result of the COVID-19 pandemic.

The clubhouse was constructed prior to the Town's acquisition of the course in 1988 and due to its current condition, the building is in need of a complete renovation. The project will include renovating the men's and women's bathrooms as well as the main concourse area, repairs to the plumbing system and installation of all new fixtures (toilets, sinks, drinking fountain), new windows, and replacement of the existing roof. Additionally, in its current condition, the clubhouse is not ADA-compliant. This project will address the accessibility issues in the clubhouse that were cited in the 2017 ADA Compliance Study, which was identified as the #2 priority by the Commission on Disability. Going forward, Pine Meadows will become compliant with ADA and a facility that is welcoming to people of all ages and abilities. The Pine Meadows Golf Club is a crown jewel of the Town's Recreation infrastructure and this renovation will support the continued, successful operation of the course for the next generation.

Following the design and engineering phase for this project, construction is scheduled to take place in FY2026.

Justification/Benefit:

The Pine Meadows Golf Club is a recreation facility that is open during the spring, summer, and fall. The course averages approximately 33,000-35,000 rounds played each year and generates approximately \$800,000 in revenue each season. With that being said, the course has experienced a significant increase in demand during the COVID-19 pandemic, which is reflected in 46,072 rounds being played and \$1,162,255 generated in revenue during FY2021.

While the facility continues to operate safely, the clubhouse was built prior to the Town's acquisition of the golf course in 1988. No significant renovations have taken place over the past 30 years and is currently not ADA-compliant. The design and engineering phase will provide the Town with a detailed list of recommended upgrades and repairs needed, thus allowing the Town to plan and budget the upgrades and repairs effectively and responsibly.

Impact if Not Completed:

If immediate needs are not identified and addressed, the condition of the Pine Meadows clubhouse will continue to deteriorate, which will impact the Town's ability to attract golfers of all ages and abilities in addition to decreased revenues.

Timeframe:

2023-2026

Replacement Frequency:

30 years

Basis for Cost Projections:

Cost estimate provided in October 2020 based on similar projects. Annual inflation of 4% has been added to the construction phase of the project. All cost estimates are provided in then-year dollars (FY2024 request in FY2024 dollars, FY2026 request in FY2026 dollars).

Stakeholders: Residents, Non-Residents, Recreation & Community Programs, Recreation Committee, DPW, Lexington Public Schools

Operating Budget Impact:

Maintenance and repairs to the clubhouse has become an annual occurrence which impacts the operating budget.

Funding Source: Cash Capital, Bonding

Prior Authorizations: None.

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition					
Design/Engineer		\$ 120,000			
Project Management				\$ 25,000	
Construction				\$ 1,555,000	
Equipment					
Contingency				\$ 100,000	
Totals	\$ —	\$ 120,000	\$ —	\$ 1,680,000	\$ —
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Improvement Project

Project Name: Lincoln Park Field Improvements

Date: 8/28/19

Project ID: Rec-23-2 **Department:** Recreation & Community Programs

Revised: 9/14/21

Submitted by: Chris Filadoro

Phone: (781) 274-8355

Email: cfiladoro@lexingtonma.gov

Description of Project:

The Recreation Committee requests \$25,000 in FY2024 to complete a feasibility study which will determine the extent of the field replacement that will be needed at Lincoln Park. The results of the study will reveal if a full profile replacement will be required or if some of the subsurface or base materials can be reused.

Upon completion of the feasibility study, the three synthetic turf fields at Lincoln Park will be replaced in three subsequent years, with the Recreation Committee requesting \$1,200,000 in FY2025 to replace the synthetic turf field at Lincoln #1, \$1,248,000 in FY2026 to replace the synthetic turf field at Lincoln #2, and \$1,298,000 in FY2027 to replace the synthetic turf field at Lincoln #3. (Each project will also include work within the vicinity of the field and these quotes are not included in the initial estimates. One example of this is in speaking with the Conservation Commission, drainage improvements will be made to the area surrounding Lincoln #2 when that field is replaced.) The Lincoln Park fields see excessive use and timely replacement is critical to provide safe and playable fields for youth and adult sports organizations, the community at large, and the Lexington Public Schools. These requests represent a three-phase capital improvement program to address safety and playability at Lincoln Park between FY2025-FY2027.

The synthetic turf at each field will be removed, partially recycled, and replaced with a similar synthetic turf and infill to provide a safer and more uniform surface. Depending on the results of the feasibility study, the pad underneath the synthetic turf may also need to be completely replaced. The drainage will be inspected and repaired (if necessary) and the subsurface will be laser-graded prior to the synthetic turf installation. Each project also includes replacement of the wooden anchors and edging around the perimeter of the field and rehabilitation of the walkways and guardrails at the site.

In 2003, Lincoln Park was renovated to include the installation of three synthetic turf fields. The synthetic turf at Lincoln #1 and #2 was last replaced in 2015 and the synthetic turf at Lincoln #3 was last replaced in 2016. Each of these replacements included a 10-year warranty. The turf at all three fields will need to be replaced based on the life expectancies of the fields and due to the excessive amount of use that the fields receive.

Justification/Benefit:

Lincoln Park was reconstructed back in 2003 and the synthetic turf playing fields have been a valuable asset to the community. Safety for all participants is a top priority and maintaining and improving upon the safety of the fields is a major benefit to all users. The Town of Lexington athletic fields are heavily used by the community and the synthetic turf allows for increased use during most weather conditions without damage to the turf.

Impact if Not Completed:

The impact of not approving this request will be a continuing deterioration of the synthetic fields which may lead to an unsafe playing surface and game cancellations and the facility closing. This would impact the Lexington Public Schools, youth and adult sports leagues, and residents.

Timeframe:

2023-2027

Replacement Frequency:

10 years

Basis for Cost Projections:

Cost projections are based on similar past projects and information provided by vendors and architects in September 2021. The synthetic turf, pad, and infill are not part of the CPA request. All cost estimates are provided in then-year dollars (FY2024 request in FY2024 dollars, FY2025 request in FY2025 dollars, FY2026 request in FY2026 dollars, FY2027 request in FY2027 dollars).

Stakeholders: Residents, Non-Residents, Lexington Public Schools, Youth and Adult Organizations, DPW, Recreation & Community Programs, Recreation Committee

Operating Budget Impact:

DPW staff hours, equipment, and materials costs should decrease with improved field conditions that will require routine maintenance and not emergency repairs.

Funding Source: Cash Capital, Bonding, CPA, Private, Other

Prior Authorizations:

Town Meeting	Description	Authorized	Expended	Encumbered	Remaining	Returned
2013/8H	Lincoln Park Field Improvements	\$ 565,000	\$ 564,999	\$ —	\$ —	\$ 1
2014/8H	Lincoln Park Field Improvements	\$ 620,000	\$ 616,521	\$ —	\$ —	\$ 3,479
2015/8M	Lincoln Park Field Improvements	\$ 650,000	\$ 649,968	\$ —	\$ —	\$ 32
Totals		\$ 1,835,000	\$ 1,831,488	\$ —	\$ —	\$ 3,512

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition					
Design/Engineer		\$ 20,000	\$ 75,000	\$ 75,000	\$ 75,000
Project Management					
Construction			\$ 1,025,000	\$ 1,073,000	\$ 1,123,000
Equipment					
Contingency	\$ 5,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Totals	\$ —	\$ 25,000	\$ 1,200,000	\$ 1,248,000	\$ 1,298,000
CPA Amount	\$ —	\$ 25,000	\$ 425,000	\$ 442,000	\$ 460,000



Town of Lexington - FY2023-27 Capital Improvement Project

Project Name: Town Pool Water Heater Replacement

Date: 10/5/20

Project ID: Rec-23-3 **Department:** Recreation & Community Programs

Revised: 11/18/21

Submitted by: Peter Coleman

Phone: (781) 698-4803

Email: pcoleman@lexingtonma.gov

Description of Project:

The Recreation Committee requests \$31,000 in FY2023 to replace the water heater at the Irving H. Mabee Town Pool Complex. This request includes materials and labor costs associated with the plumbing and electrical work that will be required to dispose of the existing water heater and install a new water heater at the facility.

Justification/Benefit:

The Irving H. Mabee Town Pool Complex is a popular and highly utilized recreation facility during the summer and is open to the public for approximately 100 days each season. There are 11 sinks and 18 showers within the facility that need both hot and cold water. While the facility continues to operate safely, the current water heater was installed back in 2013 and it has a life cycle of 10 years. The water heater provides warm water to the sinks and showers in the both locker rooms and the family bathroom/locker room as well as to the outdoor showers on the pool deck. Providing hot water to must be adhered to as a license requirement of the Massachusetts Department of Public Health code for public swimming pools to be open. Loss of hot water requires the facility to close down.

Staff are currently working with the Facilities Department to explore an electrical alternative replacement vs. a direct replacement and continued use of oil. An electric water heater could not be found that would give off the appropriate BTU output (750,000 BTU to match existing) and staff are currently collecting information on what facility and electrical upgrades may be needed in order to move forward with an electric option. This includes the current electrical system, footprint for the heater and possibly upgrading the voltage to the building and or transformer. The facility currently has 120V/208V power and an electric heater requires 3 phase/480V power and will increase the overall cost.

Impact if Not Completed:

If the water heater is not replaced and it fails during the summer, the Town Pool would need to close to the public until replaced which will impact the community by eliminating a cooling station in addition to impacting the Recreation Enterprise Fund with loss of revenue and processing refunds/credits while the (4) pools maintain operations.

Timeframe:

Fall 2022

Replacement Frequency:

10 years

Basis for Cost Projections:

Cost projections are based on similar past projects and a cost estimate was provided by the Facilities Department in September 2021. This cost estimate is in then-year dollars (FY2023 request in FY2023 dollars).

Stakeholders: Residents, Non-Residents, Recreation & Community Programs, Recreation Committee, DPW, Facilities Department, Health Department, Lexington Public Schools

Operating Budget Impact:

Failure to replace the hot water heater will directly impact the FY22 revenue stream of the Recreation Enterprise Fund and increased operational and replacement costs.

Funding Source: Cash Capital

Prior Authorizations: None.

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition					
Design/Engineer					
Project Management					
Construction	\$ 6,000				
Equipment	\$ 22,000				
Contingency	\$ 3,000				
Totals	\$ 31,000	\$ —	\$ —	\$ —	\$ —
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —

Town of Lexington, Massachusetts



Fiscal Year 2023

Recreation & Community Programs CPA Project Submissions



Recreation & Community Programs FY2023-27 CPA Project Summary

ID#	CPA Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
Rec-CPA-1	Park and Playground Improvements	\$ 200,000	\$ 150,000	\$ 800,000	\$ 835,000	\$ 250,000	CPA
Rec-CPA-2	Park Improvements - Athletic Fields	\$ 250,000	\$ 285,000	\$ 480,000	\$ —	\$ —	CPA
Rec-CPA-3	Park Improvements - Hard Court Surfaces	\$ 2,500,000	\$ —	\$ —	\$ —	\$ —	CPA
Rec-CPA-4	Park Improvements - Site Amenities	\$ —	\$ 30,000	\$ —	\$ 30,000	\$ —	CPA
Rec-CPA-5	Cricket Field Construction	\$ —	\$ —	\$ —	\$ 200,000	\$ —	CPA
Rec-CPA-6	Community Park Master Plan - Lincoln Park	\$ 100,000	\$ —	\$ —	\$ —	\$ —	CPA
Rec-CPA-7	Lincoln Park Fitness Stations Equipment	\$ —	\$ —	\$ —	\$ —	\$ 50,000	CPA
Rec-23-2	Lincoln Park Field Improvements	\$ —	\$ 25,000	\$ 425,000	\$ 442,000	\$ 460,000	Cash Capital, Bonding, CPA, Private, Other
Total Recreation CPA Projects		\$ 3,050,000	\$ 490,000	\$ 1,705,000	\$ 1,507,000	\$ 760,000	



Town of Lexington - FY2023-27 CPA Project

Program Name: Park and Playground Improvements

Date: 8/30/05

Program ID: Rec-CPA-1 **Department:** Recreation & Community Programs

Revised: 9/14/21

Submitted by: Peter Coleman

Phone: (781) 698-4803

Email: pcoleman@lexingtonma.gov

Description of Capital Program:

The Recreation Committee requests \$200,000 in FY2023 to update and replace the playground equipment and safety surfacing, install fencing around the playground, signage, park benches, and a bike rack at Kinneens Park. The new playground equipment would be designed for children ages 2-5 and/or ages 5-12 and poured-in-place (PIP) safety surfacing would be installed at specific locations, which would greatly enhance accessibility to those play elements and significantly reduce the maintenance needed at the site going forward. Once the new play equipment has been installed, an inspection by an independent, third-party company will be completed.

Goals of Capital Program:

Through the Community Needs Assessment, the playgrounds have been classified as either neighborhood or community parks and they are used frequently by the children of Lexington. The existing play equipment at the various parks is outdated and needs to be replaced. The playground equipment at Kinneens Park was last replaced in 2004.

The proposed playground improvements will renovate and rehabilitate existing safety surfacing and equipment so that all sites will be in compliance with local and national health and safety standards.

Impact if Not Maintained:

Based on the playground audits and the site assessments from the Community Needs Assessment, both completed in 2020, the current playground equipment, use zones, and surfacing are at the end of their life cycle and the CPSC, ASTM, ADA standards have been revised over the years in an effort to maximize safety and accessibility. As the equipment continues to age and deteriorate, more frequent inspections, repairs and equipment removal will be needed to ensure that the users are safe. This is neither cost effective nor efficient.

Major Spending over Past 5 Years:

In FY2016, the playground equipment and safety surfacing at Marvin Park was replaced. In FY2017, the safety fencing at the Center Recreation Complex along Worthen Road and at Muzzey Field was replaced. In FY2018, new swings were installed at Munroe Park, Franklin Park, and at the Center Recreation Complex. In FY2021, the playground equipment and safety surfacing was replaced and ADA improvements were completed at Sutherland Park. A total of \$298,000 was appropriated for these four projects.

Work Currently Underway:

Funding was appropriated in FY2022 (\$170,000) to update and replace the playground equipment and safety surfacing at the neighborhood park on South Rindge Avenue. The project also calls for the installation of fencing around the playground, signage, park benches, trash receptacle, and a bike rack at the park. Additionally, based on the recommendations in the 2017 ADA Compliance Study, the walkway leading to the playground will also be renovated to meet the minimum width regulations and have a running slope of less than 5% and an accessible path leading to the Arlington Reservoir Trail and a connection to the basketball courts will also be installed. It is anticipated that this project will be completed in Spring/Summer 2022.

Planned Spending for Next 5 Years:

FY2024: \$150,000 - Update and replace the playground equipment and safety surfacing and install signage and a bike rack at the Justin Street Park (the playground equipment at this neighborhood park was last replaced in 2003). Additionally, based on the recommendations in the ADA Compliance Study, an accessible route will be installed between the accessible parking area and the playground.

FY2025: \$800,000 - Update and replace the playground equipment and rehabilitate the rubber poured-in-place safety surfacing at Lincoln Park. The Lincoln Park Playground is one of two community playgrounds in Lexington. The new playground will provide universal access to all play components and elements so the playground will be welcoming and accessible to individuals of all ages and abilities. The playground equipment was last replaced in 2003 and the safety surfacing was last rehabilitated in 2013.

FY2026: \$835,000 - Update and replace the playground equipment and install safety surfacing at the Center Playground at the Center Recreation Complex. The Center Playground is one of two community playgrounds in Lexington. The new playground will feature poured-in-place safety surfacing (as compared to the engineered wood fiber that is there currently) and will provide universal access to all play components and elements so the playground will be welcoming and accessible to individuals of all ages and abilities. The playground equipment was last replaced in 2006.

FY2027: \$250,000 - Replace the equipment and install a new lighting system at the Skate Park, located at the Center Recreation Complex. This request is being brought forward based on feedback received from the community about the need for nighttime use at the Skate Park. The equipment at the Skate Park was last replaced in 2014.

Basis for Cost Projections:

The cost projections are based on similar renovation projects and an updated cost estimate provided in September 2021. All cost estimates are provided in then-year dollars (FY2023 request in FY2023 dollars, FY2024 request in FY2024 dollars, FY2025 request in FY2025 dollars, FY2026 request in FY2026 dollars, FY2027 in FY2027 dollars).

Stakeholders: Residents and Non-Residents

Operating Budget Impact:

The playground equipment will need to be removed if it is deemed unsafe.

Funding Source: CPA

Prior Authorizations:

Town Meeting	Description	Authorized	Expended	Encumbered	Remaining	Returned
2014/8i	Park and Playground Improvements	\$ 65,000	\$ 64,828	\$ —	\$ —	\$ 172
2015/8i	Park and Playground Improvements	\$ 68,000	\$ 68,000	\$ —	\$ —	\$ —
2016/8n	Park and Playground Improvements	\$ 75,000	\$ 67,642	\$ —	\$ 7,358	\$ —
2017/10n	Park and Playground Improvements	\$ 60,000	\$ 59,932	\$ —	\$ —	\$ 68
2020/10i	Park and Playground Improvements	\$ 95,000	\$ 94,900	\$ —	\$ 100	\$ —
2021/10b	Park and Playground Improvements	\$ 170,000	\$ —	\$ —	\$ 170,000	\$ —
Totals		\$ 533,000	\$ 355,302	\$ —	\$ 177,458	\$ 240

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer	\$ 10,000	\$ 15,000	\$ 25,000	\$ 25,000	\$ 15,000
Construction	\$ 65,000	\$ 75,000	\$ 300,000	\$ 310,000	\$ 80,000
Equipment	\$ 115,000	\$ 50,000	\$ 430,000	\$ 455,000	\$ 125,000
Contingency	\$ 10,000	\$ 10,000	\$ 45,000	\$ 45,000	\$ 30,000
Totals	\$ 200,000	\$ 150,000	\$ 800,000	\$ 835,000	\$ 250,000
CPA Amount	\$ 200,000	\$ 150,000	\$ 800,000	\$ 835,000	\$ 250,000



Town of Lexington - FY2023-27 CPA Project

Program Name: Park Improvements - Athletic Fields

Date: 9/15/06

Program ID: Rec-CPA-2 **Department:** Recreation & Community Programs

Revised: 9/14/21

Submitted by: Chris Filadoro

Phone: (781) 274-8355

Email: cfiladoro@lexingtonma.gov

Description of Capital Program:

The Recreation Committee requests \$250,000 in FY2023 to renovate the Fiske School Fields. The renovation will include installation of an irrigation system, laser grading, new natural grass, and the installation of new backstops, fencing, and signage. Additionally, based on the recommendations in the 2017 ADA Compliance Study, additional walks will be installed to provide accessibility to the various ball field team areas and these walks should be extended beyond the team areas to provide general access to the shared outfields in the center of the site.

The Town of Lexington athletic fields see excessive use and timely renovations and updates are critical to provide safe and playable fields for all user groups. The athletic fields are used by the Residents, Non-Residents, Lexington Public Schools, Youth and Adult League programs, Recreation & Community Programs and by youth & adult organizations and neighborhood families evenings and weekends. Proposed future renovations will include natural turf, drainage, new irrigation systems (where applicable), and site amenities (benches, backstops, etc.).

Goals of Capital Program:

Safety for all participants is the major concern and improving upon the safety of the fields is the major benefit to all users. The Town of Lexington athletic fields are constantly used by recreation, school, youth, and adult groups. They are in need of major repairs that cannot be completed within the operating budget. There are safety issues with faulty backstops, uneven turf, uneven infield areas, and drainage. This is an ongoing multi-year capital program to address safety and playability concerns and to provide adequate and safe field conditions for neighborhood families, recreation, and school programs. The benefit would be to renovate the fields to a condition where they will be safe, playable, and more easily maintained.

Impact if Not Maintained:

The Public Works Department oversees the maintenance of the school and Town athletic facilities. The impact of not approving this request is a continuing deterioration of the fields which may lead to injuries and cancellation of games. This will impact the School teams, youth leagues, adult leagues, and Recreation programs and affect the quality of life in Lexington.

Major Spending over Past 5 Years:

In FY2016, the softball field at Lincoln Park was renovated. In FY2017, the multi-purpose field at Adams Park was renovated. In FY2018, irrigation upgrades were made at 14 athletic fields throughout town (Center, Lincoln, Clarke, Diamond, Estabrook, Garfield, and Harrington). In FY2020, the athletic fields at the Diamond Middle School were renovated. A total of \$765,000 was appropriated for these four projects.

Work Currently Underway:

Funding was appropriated in FY2021 (\$370,000) to renovate the Harrington School Field, including excavating the infield areas, laser grading, and new in-ground irrigation systems at the Harrington, Bowman, and Franklin. Additionally, based on the recommendations in the 2017 ADA Compliance Study, at Harrington, the gravel driveway from Lowell Street into the site is being paved to allow for the provision of additional accessible parking and a formal entrance. A route from the school drive to the softball and baseball team areas is also being created and the team areas are being renovated to provide more appropriate wheelchair space, which would make them accessible. This project is on hold until the status of the proposed Mystic River Watershed stormwater mitigation project is known as ADA components are included in both projects.

In FY2022, funding was appropriated to renovate the Muzzey Field (\$155,000). The renovation will include irrigation upgrades, laser grading, the installation of new natural grass, and an accessible path will also be installed as part of this renovation. This project is scheduled to take place during Summer 2022.

Planned Spending for Next 5 Years:

FY2024: \$285,000 - Bridge Field renovation will include irrigation upgrades, laser grading, new natural grass, and the installation of new backstops, signage, and park benches. Additionally, based on the recommendations in the ADA Compliance Study, the route to the fields from the sidewalk that runs along the school's entrance driveway will be formalized to become compliant with accessibility regulations. The routes between the two softball field and the playground will also be formalized to provide universal access throughout the site.

FY2025: \$480,000 - Bowman Field renovation will include a complete reconstruction with the installation of a new natural grass Little League field, new irrigation system, new backstops, signage, and park benches. Additionally, the trail that leads to the the abutting Dunback Meadow conservation area will be restored, and based on the recommendations in the ADA Compliance Study, the end curb that runs parallel to the dugouts will be cut back to allow access to the ball field from the parking lot and an accessible path will be installed from the dugout on the parking lot side of the field behind the backstop to provide access to the dugout closest to the playground.

Basis for Cost Projections:

Cost projections are based on similar past projects and information provided by vendors and architects in September 2021. All cost estimates are provided in then-year dollars (FY2023 request in FY2023 dollars, FY2024 request in FY2024 dollars, FY2025 request in FY2025 dollars).

Stakeholders: Residents, Non-Residents, Lexington Public Schools, Youth and Adult League programs, DPW, Recreation & Community Programs, Recreation Committee

Operating Budget Impact:

DPW staff hours, equipment and materials costs should decrease with improved field conditions that will require routine maintenance and not emergency repairs.

Funding Source: CPA

Prior Authorizations:

Town Meeting	Description	Authorized	Expended	Encumbered	Remaining	Returned
2014/8j	Park Improvements - Athletic Fields	\$ 100,000	\$ 99,820	\$ —	\$ —	\$ 180
2015/8j	Park Improvements - Athletic Fields	\$ 85,000	\$ 81,041	\$ —	\$ —	\$ 3,959
2016/8m	Park Improvements - Athletic Fields	\$ 120,000	\$ 119,707	\$ —	\$ —	\$ 293
2017/10l	Park Improvements - Athletic Fields	\$ 125,000	\$ 104,046	\$ —	\$ —	\$ 20,954
2019/14i	Park Improvements - Athletic Fields	\$ 435,000	\$ 340,587	\$ 44,373	\$ 50,040	\$ —
2020/10j	Park Improvements - Athletic Fields	\$ 370,000	\$ —	\$ —	\$ 370,000	\$ —
2021/10c	Park Improvements - Athletic Fields	\$ 155,000	\$ —	\$ —	\$ 155,000	\$ —
Totals		\$ 1,390,000	\$ 745,201	\$ 44,373	\$ 575,040	\$ 25,386

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer	\$ 15,000	\$ 15,000	\$ 25,000		
Construction	\$ 180,000	\$ 225,000	\$ 405,000		
Equipment	\$ 35,000	\$ 25,000	\$ 25,000		
Contingency	\$ 20,000	\$ 20,000	\$ 25,000		
Totals	\$ 250,000	\$ 285,000	\$ 480,000	\$ —	\$ —
CPA Amount	\$ 250,000	\$ 285,000	\$ 480,000	\$ —	\$ —



Town of Lexington - FY2023-27 CPA Project

Program Name: Park Improvements - Hard Court Surfaces

Date: 8/13/07

Program ID: Rec-CPA-3 **Department:** Recreation & Community Programs

Revised: 9/14/21

Submitted by: Peter Coleman

Phone: (781) 698-4803

Email: pcoleman@lexingtonma.gov

Description of Capital Program:

The Recreation Committee requests \$2,500,000 in FY2023 to renovate the Farias Basketball Courts and Gallagher Tennis Courts. The project will include the construction of post tension court surfaces for basketball and tennis/pickleball. In addition to new courts, the project will provide new fencing, athletic equipment, storage shed, shelter, site amenities (park and player benches, receptacles, etc.), tennis practice backboards, and signage.

The Farias Basketball Courts, which consists of two full-size basketball courts and seven basketball hoops, were last resurfaced in 2008. The Gallagher Tennis Courts, which currently consists of ten tennis courts and four pickleball courts, were constructed in 2000 and these courts have been resurfaced twice since then, most recently in 2016. The tennis practice boards were installed in 2006 and due to enhancements in technology over the years, the new tennis practice boards will be made from a material that will greatly reduce the noise level that is currently being generated. Due to the extensive use that they receive, a complete reconstruction of the the courts and the installation of new practice boards will be needed.

Goals of Capital Program:

The hard court resurfacing program includes resurfacing, painting, and striping the hard court surfaces at Recreation facilities. These facilities include neighborhood Basketball Courts, Center Track and Courts at the Center Recreation Complex, Clarke Middle School, Adams, and Valley. Over the past 20 years, the Town has supported and invested in an upgrading of the Town's recreation infrastructure. The hard court resurfacing program is a program for hard surface athletic facilities which include basketball, tennis, track and the skate park. The program will include resurfacing and painting the hard court surfaces and installing new posts, backboards, nets and rims at Recreation facilities. It is important to maintain these valuable assets in the community to ensure their usability and the safety of the users. It is important to maintain the Town's recreation infrastructure.

Impact if Not Maintained:

The impact of not approving the request is a deterioration of the athletic facilities and unsafe conditions for the residents in the community.

Major Spending over Past 5 Years:

In FY2016, the basketball courts at Marvin Park and Sutherland Park were resurfaced. In FY2017, the basketball courts at Kinneens Park and Rindge Park were resurfaced. In FY2020, the basketball and tennis courts at Adams Park were resurfaced and the tennis courts were lined for pickleball. In FY2021, the Valley Tennis Courts were resurfaced and lined for pickleball. A total of \$331,000 was appropriated for these four projects.

Work Currently Underway:

The resurfacing, painting, and restriping of the Valley Tennis Courts has been completed. Additionally, at the recommendation of the 2017 ADA Compliance Study, the parking area will be paved. The existing overgrown stone dust path will also be paved to reduce the need for maintenance and the areas at and around the bench and trash receptacle will be maintained as well.

Planned Spending for Next 5 Years:

None.

Basis for Cost Projections:

The cost estimate is based on similar past projects and was provided in September 2021. The cost estimate is provided in then-year dollars (FY2023 request in FY2023 dollars).

Stakeholders: Neighborhood Families and Residents, Lexington Public Schools, Recreation & Community Programs, Recreation Committee, DPW, Youth and Adult Sports Programs.

Operating Budget Impact:

Failure to maintain the infrastructure will result in higher repair costs and/or complete reconstruction.

Funding Source: CPA

Prior Authorizations:

Town Meeting	Description	Authorized	Expended	Encumbered	Remaining	Returned
2014/8k	Park Improvements - Hard Court Resurfacing	\$ 85,000	\$ 85,000	\$ —	\$ —	\$ —
2015/8l	Park Improvements - Hard Court Resurfacing	\$ 55,000	\$ 54,999	\$ —	\$ —	\$ 1
2016/8k	Park Improvements - Hard Court Resurfacing	\$ 61,000	\$ 59,959	\$ —	\$ —	\$ 1,041
2019/14h	Park Improvements - Hard Court Resurfacing	\$ 70,000	\$ 63,985	\$ —	\$ 6,015	\$ —
2020/10h	Park Improvements - Hard Court Resurfacing	\$ 100,000	\$ 39,829	\$ —	\$ 60,171	\$ —
Totals		\$ 371,000	\$ 303,772	\$ —	\$ 66,186	\$ 1,042

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer	\$ 100,000				
Construction	\$ 1,755,000				
Equipment	\$ 450,000				
Contingency	\$ 195,000				
Totals	\$ 2,500,000	\$ —	\$ —	\$ —	\$ —
CPA Amount	\$ 2,500,000	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 CPA Project

Project Name: Park Improvements - Site Amenities

Date: 9/14/21

Project ID: Rec-CPA-4 **Department:** Recreation & Community Programs

Revised:

Submitted by: Peter Coleman

Phone: (781) 698-4803

Email: pcoleman@lexingtonma.gov

Description of Capital Program:

The Recreation Committee requests \$30,000 in FY2024 to update and replace site amenities at various parks and recreational facilities. Site amenities can include, but are not limited to, signage, shade structures, park and player benches, fencing, gates, and backstops, bike racks, trash and recycle receptacles, and water fountains.

Justification/Benefit:

While the 2020 Community Needs Assessment highlighted several strengths that currently exist within the Town's park system, one area for improvement is in regards to the amenities present at each site. Twenty-seven (27) individual park/site assessments were completed during the Community Needs Assessments and approximately 80% of the assessments completed (21 out of 27) identified site amenities as a deficiency with the lack and/or poor condition of signage, spectator seating, pedestrian lighting, and trash/recycle receptacles as the most commonly listed deficiencies. Recent capital improvement projects have included the installation of new amenities, whereas the amenities at other parks have aged and are in poor condition or are non-existent altogether. Establishing consistent signage throughout the Town's parks will enhance the overall appearance as well as the user's experience while at these facilities. This request will help to address the shortcomings that were identified in the Community Needs Assessment.

Impact if Not Completed:

The Public Works Department oversees the maintenance of the Town's parks, playgrounds, and athletic facilities. The impact of not approving this request is a continuing deterioration of the amenities that are currently in place, which could ultimately lead to their removal. This would be to the detriment of all park users, whether it be residents, non-residents, the Lexington Public Schools, youth and adult sports organizations, and Recreation and Community Programs Department-sponsored programs and activities.

Timeframe:

FY2024 and FY2026

Replacement Frequency:

10-15 years, depending on the amenity

Planned Spending for Next 5 Years:

FY2026 - \$30,000 for upgrades and enhancements to site amenities at the various parks

Basis for Cost Projections:

Based on the actual cost for these items when purchased during previous capital improvement projects

Stakeholders: Residents, Non-Residents, Lexington Public Schools, Youth and Adult League programs, Recreation & Community Programs, Recreation Committee

Operating Budget Impact:

If this request is not approved, then these items would need to be purchased out of the Department's operating budget.

Funding Source: CPA

Prior Authorizations: None

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition					
Design/Engineer					
Project Management					
Construction		\$ 5,000		\$ 5,000	
Equipment		\$ 25,000		\$ 25,000	
Contingency					
Totals	\$ —	\$ 30,000	\$ —	\$ 30,000	\$ —
CPA Amount	\$ —	\$ 30,000	\$ —	\$ 30,000	\$ —



Town of Lexington - FY2023-27 CPA Project

Project Name: Cricket Field Construction

Date: 8/11/16

Project ID: Rec-CPA-5 **Department:** Recreation & Community Programs

Revised: 9/14/21

Submitted by: Peter Coleman/Chris Filadoro **Phone:** 781-698-4803 **Email:** pcoleman@lexingtonma.gov

Description of Project:

The Recreation Committee is requesting \$200,000 in FY2026 to build a cricket field. This project would include the construction of a new cricket field. The site for the cricket field is unknown at this time and will depend on whether the project involves the conversion of an existing athletic field to a cricket field or if it will be the creation and construction of a brand new cricket field. This request was introduced in the plan four years ago and as of September 2021, a location has not yet been identified. In the meantime, staff continue to work with the various cricket advocates in an attempt to come up with a field that is appropriately sized for practices and matches for the short-term.

Justification/Benefit:

Played throughout the world, the sport of cricket is gaining in popularity in the United States. Locally, the United Cricket League (UCL) was created in 2013 and offers cricket opportunities to the youth of Lexington. The dimensions and specifications required for a cricket field are unique. The required dimensions for the batting area, referred to as the "pitch," are 66 feet in length by 10 feet in width and this area needs to be a hard, firm surface, such as compacted clay. Another unique feature is that the ball can be hit in any direction. As a result, the entire field should have a radius of 180 feet, which makes for an extensive playing area. Currently, cricket is played on natural grass multi-purpose athletic fields in Lexington, which are the most heavily used athletic fields in town.

Constructing a field specific for cricket use would not only promote the game of cricket, but it would also help to reduce the amount of maintenance needed on the existing multi-purpose athletic fields. The Recreation Committee is charged with pursuing new, up-and-coming recreational activities for the residents of Lexington and the construction of a cricket field would enable cricket organizations to expand their programs and offerings within the community.

Impact if Not Completed:

The impact of not approving this request is that cricket would continue to be played on the multi-purpose athletic fields, which are the most heavily used athletic fields in town. This means that the cricket opportunities available to the community would be limited. Additionally, the overuse of the multi-purpose athletic fields would result in the continued deterioration of these fields, which could cause injuries and game cancellations.

Timeframe:

2026

Replacement Frequency:

15 years

Basis for Cost Projections:

The cost estimate is based on similar past projects and information from vendors and architects. This cost estimate is in then-year dollars (FY2026 request in FY2026 dollars).

Stakeholders: Residents, Non-Residents, United Cricket League, Adult Cricket Organizations, Recreation & Community Programs, Recreation Committee, DPW

Operating Budget Impact:

The impact that this project will have on the operating budget is unknown at this time since the location of the field is still to be determined. However, by designating a field specifically for cricket use, DPW staff hours, equipment, and materials should decrease as a result of this project.

Funding Source: CPA

Prior Authorizations: None.

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition					
Design/Engineer				\$ 20,000	
Project Management					
Construction				\$ 164,000	
Equipment					
Contingency				\$ 16,000	
Totals	\$ —	\$ —	\$ —	\$ 200,000	\$ —
CPA Amount	\$ —	\$ —	\$ —	\$ 200,000	\$ —



Town of Lexington - FY2023-27 CPA Project

Project Name: Community Park Master Plan - Lincoln Park

Date: 9/14/21

Project ID: Rec-CPA-6 **Department:** Recreation & Community Programs

Revised:

Submitted by: Melissa Battite

Phone: (781) 698-4801

Email: v

Description of Project:

The Recreation Committee requests \$100,000 in FY2023 to complete a master plan of Lincoln Park. The results of the master plan will provide a strategic road map for implementing improvements, enhancements, and upgrades at Lincoln Park in upcoming years.

Justification/Benefit:

Lincoln Park was identified in the 2020 Community Needs Assessment as being one of two Community Parks in Lexington (the Center Recreation Complex is the other Community Park). With numerous active and passive recreation opportunities available, Lincoln Park is a crown jewel of the Town's recreation infrastructure. The park features three synthetic turf multi-purpose fields (one lighted), one Little League field, one softball field, an ages 2-12 playground, the Teresa and Roberta Lee Fitness/Nature Path, the Granite Forest, a picnic area with two shade structures, and public restrooms, among other amenities and attractions.

This department's FY2023-FY2027 5-Year Capital Plan reflects the possibility of six (6) capital improvement projects occurring simultaneously and/or in back-to-back years during this timeframe. This all-inclusive master plan will incorporate the findings in the 2020 Community Needs Assessment and bring together the goals of the many uses of the park through the Lincoln Park-Sub Committee, Recreation Committee, Conservation Commission, and community stakeholders. The end result will be a coordinated, holistic approach when implementing future capital improvement projects at Lincoln Park.

Impact if Not Completed:

If the master plan is not completed, then the upcoming capital improvement projects may not capture all of the upgrades and enhancements desired by the community.

Timeframe:

FY2023

Replacement Frequency:

15 years

Basis for Cost Projections:

Based on cost estimates for similar feasibility studies and master plans.

Stakeholders: Residents, Non-Residents, Recreation & Community Programs, Recreation Committee, Lincoln Park Sub-Committee, Conservation Commission, DPW, Lexington Public Schools, Youth and Adult League programs

Operating Budget Impact:

If this request is not approved, then the master plan would need to be funded through the Department's Enterprise Fund.

Funding Source: CPA

Prior Authorizations: None.

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition					
Design/Engineer	\$ 90,000				
Project Management					
Construction					
Equipment					
Contingency	\$ 10,000				
Totals	\$ 100,000	\$ —	\$ —	\$ —	\$ —
CPA Amount	\$ 100,000	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 CPA Project

Project Name: Lincoln Park Fitness Stations Equipment

Date: 9/14/21

Project ID: Rec-CPA-7 **Department:** Recreation & Community Programs

Revised:

Submitted by: Peter Coleman

Phone: (781) 698-4803

Email: pcoleman@lexingtonma.gov

Description of Project:

The Recreation Committee requests \$50,000 in FY2027 to upgrade and replace the equipment at the fitness stations at Lincoln Park.

Justification/Benefit:

When Lincoln Park was completely renovated back in 2003, fifteen (15) fitness stations were installed along the Teresa and Roberta Lee Fitness/Nature Path. The nature path is one of the gems of the park as evidenced by the fact that the equipment has been frequently used by park goers over the years. Due to its deteriorating condition, the time has come for the equipment to be replaced so that fitness enthusiasts can continue to enjoy the benefits that this equipment provides for years to come.

Impact if Not Completed:

If this request is not completed, the equipment will continue to deteriorate and at some of the fitness stations and removal of the equipment will be needed.

Timeframe:

2027

Replacement Frequency:

20 years

Basis for Cost Projections:

Based on cost estimates for similar purchases of fitness equipment.

Stakeholders: Residents and Non-Residents, Recreation & Community Programs, Recreation Committee, Lincoln Park Sub-Committee

Operating Budget Impact:

If this request is not approved, then these items would need to be purchased out of the Department's operating budget.

Funding Source: CPA

Prior Authorizations: None

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition					
Design/Engineer					
Management					
Construction				\$	5,000
Equipment				\$	40,000
Contingency				\$	5,000
Totals	\$ —	\$ —	\$ —	\$ —	\$ 50,000
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ 50,000

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

FY2023 Proposed Budget - Human Services Department Presentation

PRESENTER:

Melissa Interest, Director of Human
Services

ITEM NUMBER:

I.4

SUMMARY:

No vote is requested for this agenda item.

Review preliminary FY2023 budget for the Human Services Department.

SUGGESTED MOTION:

FOLLOW-UP:

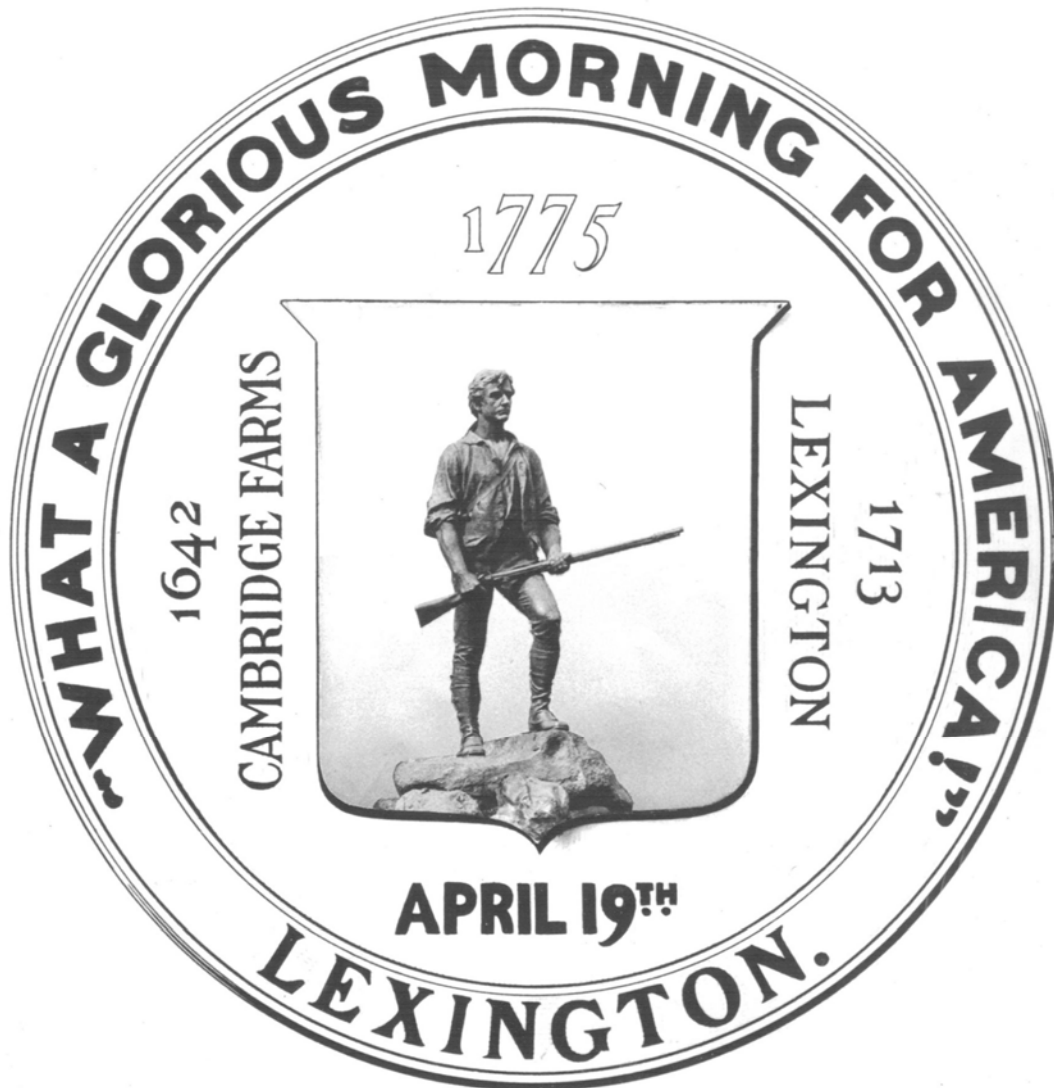
DATE AND APPROXIMATE TIME ON AGENDA:

11/30/2021

2:30pm

ATTACHMENTS:

Description	Type
 Presentation - Human Services FY2023 Proposed Budget	Presentation



Human Services Department
Requested Budget
Fiscal Year 2023

Submitted by:
Melissa Interest, Human Services Director

Select Board Presentation
November 30, 2021



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 6000 Human Services

Subprogram: 6100-6200 Human Services

Mission: The Human Services Department connects Lexington residents of all ages to information, support, and educational services, and is responsible for managing the Lexpress bus system and other transportation initiatives. The department seeks to identify the unmet needs of our community by providing outreach and prevention services that promote physical and mental well being for families, seniors, veterans, and youth.

Budget Overview: The Human Services Department is requesting a level-service budget. The requested FY2023 All Funds budget is \$1,847,930 which reflects an increase of \$251,997, or 15.79%, from FY2022. Compensation increases by \$31,481, or 3.71%, and expenses increase by \$220,516 or 29.48%, which includes \$200,000 to restore a one-time diversion to a Lexpress operating grant in FY2022. The All Funds budget includes funding from a Massachusetts Executive Office of Elder Affairs (EOEA) grant, the MBTA Suburban Transportation grant, and the Senior Services Revolving Fund (formerly known as the Council on Aging Programs Revolving Fund).

The General Fund budget request (All Funds less the revolving fund and grant-supported spending) is \$1,527,421 and reflects a \$249,956 or 19.57% increase, with a \$27,176, or 3.94% increase in compensation and a \$222,780, or 37.95%, increase in expenses.

Administration and Outreach:

The Human Services Department is responsible for the program development and implementation of Lexington's Senior Services (Council on Aging), Transportation Services, Veterans Services, and Youth and Family Services. The Human Services Director and Administrative support staff provide programmatic oversight and support to department divisions and community volunteer initiatives.

Senior/Youth and Family Services:

Assistant Directors and Coordinators plan and implement services and programs to youth, families, and older adults. Services include assessment, information and referral, case management, crisis stabilization, parent coaching, family support, senior and general community outreach, and school consultation. Services are provided to Lexington residents who may be in need of additional supportive services to help them meet basic needs and live safely in the Lexington community. The department also collaborates with other Town departments and community agencies to provide outreach, support, and educational programming addressing mental health and well being.

Veterans Services:

The Towns of Bedford and Lexington formed a Massachusetts Department of Veterans' Services District approved in December 2012. The Town of Carlisle joined the District in 2019. In addition to the District Director, a part-time Veterans' Services Officer was hired in April 2013 when Bedford was made part of the District. The staff administer Chapter 115 benefits as mandated by Massachusetts General Law. In addition, District staff link veterans and their families to the Federal, State, and local resources to which they are entitled.

Transportation Services:

The Transportation Services Division works to meet the diverse transportation needs of Lexington, from encouraging and educating people about pedestrian, bike, and transit options, to assisting those with less mobility with appropriate services. The Transportation Manager was named the Safe Routes to School (SRTS) Coordinator in 2020 and many programs offered by the department not only serve the K-8 youth that SRTS focuses on, but also the general public. Recent programs have included: Smart Cycling, Lex Lights The Night, Transportation Options Workshops, and more. In FY2021, the Division received a \$230,000 grant from MassDOT that extends through June 2022. Funds are to be used for Lexpress bus operations and a Mobility Management Project which includes the development of a Regionalization Action Plan.

Department Initiatives:

1. Continue to identify and implement programming specific to diversity, equity, and inclusion, as well as participate in Town-sponsored racial justice initiatives.
2. Continue implementation of the CHNA 15 grant funded work of the Mental Health Task Force that includes collaboration with Town, School, and community stakeholders to assess and respond to community mental health needs and provide aligned approaches in regards to prevention, intervention, and critical incident response services to the Lexington Community.
3. Continue implementation of action plan based on findings and recommendations from Age Friendly needs assessment. Collaborate on Comprehensive Plan with continued participation in an advisory and advocacy capacity.
4. Begin to implement transit regionalization plan, which includes viable steps towards regionalizing transportation services as well as a funding plan. Regionalization of transit services will enhance transportation through the network effect, create more coordinated services with acceptable minimum services levels, and identify sustainable funding mechanisms to further enhance transportation for all.
5. Continue to support and promote access to mental health services through direct therapeutic services as well as through the William James INTERFACE Referral Service.

Program Improvement Requests

None.

Budget Summary - General Fund

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$1,034,317	\$1,127,471	\$1,130,298	\$1,380,254	\$249,956	22.11%
Veterans Benefits Reimbursement	\$56,702	\$61,498	\$22,167	\$22,167	\$0	—%
TDM Allocation	\$95,000	\$95,000	\$95,000	\$95,000	\$0	—%
Fees						
Lexpress Fares	\$56,642	\$9,506	\$30,000	\$30,000	\$0	—%
Total 6000 - General Fund	\$1,242,661	\$1,293,475	\$1,277,465	\$1,527,421	\$249,956	19.57%

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$631,965	\$636,367	\$690,474	\$717,650	\$27,176	3.94%
Expenses	\$610,696	\$657,109	\$586,991	\$809,771	\$222,780	37.95%
Total 6000 - General Fund	\$1,242,661	\$1,293,476	\$1,277,465	\$1,527,421	\$249,956	19.57%

Program Summary (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
Total 6110 Administration	\$194,900	\$211,492	\$226,584	\$237,334	\$10,750	4.74%
Total 6140 Veterans' Services	\$85,548	\$56,748	\$90,048	\$91,554	\$1,506	1.67%
Total 6150 Youth & Family Services	\$159,566	\$184,651	\$206,118	\$212,253	\$6,135	2.98%
Total 6170 Senior Services & Community Programs	\$156,245	\$146,415	\$192,959	\$198,454	\$5,495	2.85%
Total 6210 Transportation Services	\$646,403	\$694,168	\$561,756	\$787,826	\$226,070	40.24%
Total 6000 - General Fund	\$1,242,662	\$1,293,474	\$1,277,465	\$1,527,421	\$249,956	19.57%

Object Code Summary (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$631,965	\$636,367	\$690,474	\$717,650	\$27,176	3.94%
Overtime	\$0	\$0	\$0	\$0	\$0	—%
<i>Personal Services</i>	<i>\$631,965</i>	<i>\$636,367</i>	<i>\$690,474</i>	<i>\$717,650</i>	<i>\$27,176</i>	<i>3.94%</i>
Contractual Services	\$583,248	\$638,725	\$548,561	\$770,796	\$222,235	40.51%
Utilities	\$3,168	\$3,266	\$3,240	\$3,240	\$0	—%
Supplies	\$21,389	\$12,849	\$31,690	\$31,235	\$(455)	(1.44)%
Small Capital	\$2,891	\$2,269	\$3,500	\$4,500	\$1,000	28.57%
<i>Expenses</i>	<i>\$610,696</i>	<i>\$657,109</i>	<i>\$586,991</i>	<i>\$809,771</i>	<i>\$222,780</i>	<i>37.95%</i>
Total 6000 - General Fund	\$1,242,661	\$1,293,476	\$1,277,465	\$1,527,421	\$249,956	19.57%

Budget Summary - Revolving Funds* and Grants

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
EOEA Grant	\$94,762	\$94,764	\$94,764	\$94,764	\$0	—%
Veterans Services Regional Funding	\$58,293	\$89,671	\$92,461	\$95,745	\$3,284	3.55%
Senior Services Revolving Fund*	\$33,638	\$8,151	\$75,000	\$75,000	\$0	—%
MBTA Grant	\$54,080	\$56,243	\$56,243	\$55,000	\$(1,243)	(2.21)%
Total 6000 - Non-General Fund	\$240,773	\$248,829	\$318,468	\$320,509	\$2,041	0.64%

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriations Summary (Non- General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
EOEA Grant	\$89,721	\$99,831	\$94,764	\$94,764	\$0	—%
Personal Services	\$62,628	\$79,391	\$67,346	\$68,447	\$1,101	1.63%
Expenses	\$27,093	\$20,440	\$27,418	\$26,317	\$(1,101)	(4.02)%
Veterans' Services Regional Funding	\$57,936	\$94,177	\$92,461	\$95,745	\$3,284	3.55%
Personal Services	\$55,670	\$92,952	\$90,116	\$93,320	\$3,204	3.56%
Expenses	\$2,266	\$1,225	\$2,345	\$2,425	\$80	3.41%
Senior Services Revolving Fund						
Expenses	\$38,157	\$6,469	\$75,000	\$75,000	\$0	—%
MBTA Grant - Transportation Services						
Expenses	\$54,080	\$56,243	\$56,243	\$55,000	\$(1,243)	(2.21)%
Total 6000 - Non-General Fund	\$239,894	\$256,720	\$318,468	\$320,509	\$2,041	0.64%

Appropriations Summary (All Funds)	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$750,264	\$808,710	\$847,936	\$879,417	\$31,481	3.71%
Expenses	\$732,293	\$741,486	\$747,997	\$968,513	\$220,516	29.48%
Total 6000 Human Svcs (All Funds)	\$1,482,557	\$1,550,196	\$1,595,933	\$1,847,930	\$251,997	15.79%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 6000 Human Services

Subprogram: 6100-6200 Human Services

<i>Authorized/Appropriated Staffing</i>	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Request
Director of Human Services	1	1	1	1
Senior Services Director***	1	1	1	1
Assistant Director of Youth and Family Services	1	1	1	1
Clinical & Community Outreach Manager***	1	1	1	1
Senior Services Coordinator	1	1	1	1
Senior Services Nurse	0.57	0.57	0.57	0.57
Office Manager	1	1	1	1
Municipal Clerk (Part-time)	0.69	0.69	0.69	0.69
Veterans' Services District Director	1	1	1	1
Veterans' Services Officer	0.51	0.51	0.51	0.51
Transportation Services Manager*	0.8	1	1	1
Department Transportation Assistant	0.8	0.8	0.8	0.8
Registered Dietician**	PT	PT	PT	PT
Volunteer Coordinator/Program Assistant**	PT	PT	PT	PT
Total FTE	10.37	10.57	10.57	10.57
Total FT/PT	7FT / 7PT	8FT / 6PT	8FT / 6PT	8FT / 6PT

Explanatory Notes:

*The Transportation Services Manager position transitioned from 28 hours to full-time (35 hours) in FY2021 through a program improvement.

**The part-time temporary positions of Registered Dietician and Volunteer Coordinator/Program Assistant are fully funded by grants from the Executive Office of Elder Affairs.

***Two positions received title changes in FY2021 to better explain roles externally: Assistant Director of Senior Services was changed to Senior Services Director. Outreach Coordinator was changed to Clinical & Community Outreach Manager.



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 6000 Human Services **Subprogram:** 6100-6200 Human Services
Element: 6110 Administration and Outreach

Budget Description: Human Services Department administrative staff members provide customer service support and management of the Human Services Department, Lexington Community Center, Human Services programs and outreach services, and the development of educational and wellness programming for Lexington citizens of all ages. It is the responsibility of the administrative staff to support programs, collect data, and actively collaborate with the Council on Aging Board, the Friends of the Council on Aging Board, the Human Rights Committee, and the Human Services Committee.

In typical years, department staff train and supervise over 100 volunteers who provide hundreds of hours per year of support services vital to the Community Center and Human Services operations. Staff assist eligible residents to apply for the Senior Services Tax Work-Off Program - training them to be placed in various jobs within a number of Town departments. Volunteers perform administrative tasks, provide customer service and assist with senior trips, dining programs and the Windowpane and Fix-It Shops.

Budget Detail:

The FY2023 requested budget reflects a \$10,750, or 4.74% increase from the FY2022 budget, and includes a \$10,750 or 5.75% increase in wages due to contractually obligated step increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget. Expenses are level-funded.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$177,581	\$188,664	\$186,984	\$197,734	\$10,750	5.75%
511010	Part-Time Wages	\$0	\$0	\$0	\$0	\$0	—%
512000	Seasonal Part-Time	\$5,267	\$0	\$0	\$0	\$0	—%
<i>Subtotal Compensation</i>		<i>\$182,848</i>	<i>\$188,664</i>	<i>\$186,984</i>	<i>\$197,734</i>	<i>\$10,750</i>	<i>5.75%</i>
520000	Contract Services	\$0	\$0	\$4,000	\$4,000	\$0	—%
538080	Printing & Forms	\$108	\$80	\$1,000	\$1,000	\$0	—%
530000	Professional Services	\$0	\$950	\$1,500	\$1,500	\$0	—%
572000	Mileage	\$121	\$0	\$500	\$500	\$0	—%
542020	Postage & Mailing	\$57	\$14,161	\$14,000	\$12,000	\$(2,000)	(14.29)%
530060	Prof Dev & Training	\$1,929	\$1,500	\$2,000	\$2,000	\$0	—%
530040	Sem./Workshops/Conf.	\$0	\$299	\$1,500	\$2,500	\$1,000	66.67%
534030	Mobile Devices	\$410	\$605	\$600	\$600	\$0	—%
558000	Supplies	\$347	\$0	\$0		\$0	—%
542000	Office Supplies	\$4,171	\$2,782	\$8,500	\$8,500	\$0	—%
573000	Membership/Dues	\$2,018	\$181	\$2,500	\$2,500	\$0	—%
542040	Office Equipment	\$2,891	\$2,269	\$3,500	\$4,500	\$1,000	28.57%
<i>Subtotal Expenses</i>		<i>\$12,052</i>	<i>\$22,827</i>	<i>\$39,600</i>	<i>\$39,600</i>	<i>\$0</i>	<i>—%</i>
Total 6110 Human Services Administration		\$194,900	\$211,491	\$226,584	\$237,334	\$10,750	4.74%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 6000 Human Services

Subprogram: 6100-6200 Human Services

Element: 6140 Veterans' Services

Budget Description: The Veterans Services District supports the needs of local veterans and their dependents by administering veterans' benefits as required by Massachusetts General Law Chapter 115. The district staff serves as a single point of service for information and referrals to numerous town, state and federal VA benefits and services available to veterans and their dependents, as well as linking them to support services that are available to all Lexington residents. This budget also supports funding for Town Veterans' events in collaboration with the Town Celebrations Committee.

The District provides services to the Town of Lexington, Town of Bedford, and the Town of Carlisle, and is comprised of a full-time District Director and a part-time Veterans' Services Officer (VSO). The District Director maintains the central office at the Lexington Community Center as well as the Carlisle office, while the VSO is primarily based in Bedford. Both staff are available by cell phone, regular office hours, and scheduled visits in the community.

Budget Detail:

The FY2023 requested All Funds budget reflects an increase of \$4,790 or 2.62%. In prior years, decreases were recommended in contractual services for Lexington Veteran's Benefits due to a declining caseload; however, there has been a small increase in Veteran's benefits being paid out in FY2022, so level-funding is recommended for FY2023.

The Town of Lexington is reimbursed at a rate of 75% by the State of Massachusetts for approved Veterans benefits and expenses (excluding the salaries of the District Director and VSO) under Chapter 115. The Town of Bedford is responsible for 100% of the part-time VSO's salary and 50% of the Director's salary, while the Town of Carlisle is responsible for 10% of the Director's salary, per the Inter-Municipal Agreement. Cases that originate from the VA Hospital are fully reimbursed back to the Town of Bedford.

Budget Data (by Object Code) - General Fund

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$60,401	\$33,451	\$32,343	\$33,849	\$1,506	4.66%
514000	Other Compensation	\$0	\$0	\$0	\$0	\$0	—%
<i>Subtotal Compensation</i>		<i>\$60,401</i>	<i>\$33,451</i>	<i>\$32,343</i>	<i>\$33,849</i>	<i>\$1,506</i>	<i>4.66%</i>
538100	Veterans' Benefits	\$23,036	\$22,796	\$55,000	\$55,000	\$0	—%
538080	Printing & Forms	\$0	\$0	\$500	\$605	\$105	21.00%
530000	Professional Services	\$500	\$0	\$450	\$500	\$50	11.11%
572000	Mileage	\$138	\$0	\$200	\$200	\$0	—%
530040	Sem./Workshops/Conf.	\$50	\$0	\$225	\$100	\$(125)	(55.56)%
534030	Mobile Devices	\$468	\$240	\$240	\$240	\$0	—%
558000	Supplies	\$855	\$171	\$1,000	\$1,000	\$0	—%
573000	Membership/Dues	\$100	\$90	\$90	\$60	\$(30)	(33.33)%
<i>Subtotal Expenses</i>		<i>\$25,147</i>	<i>\$23,297</i>	<i>\$57,705</i>	<i>\$57,705</i>	<i>\$0</i>	<i>—%</i>
Total Veterans Svcs. General Fund		\$85,548	\$56,748	\$90,048	\$91,554	\$1,506	1.67%

Budget Data (by Object Code) - Regional Funding

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Part-time Wages	\$52,538	\$83,181	\$83,922	\$86,906	\$2,984	3.56%
519000	Benefits	\$3,132	\$9,771	\$6,194	\$6,414	\$220	3.55%
<i>Subtotal Compensation</i>		<i>\$55,670</i>	<i>\$92,952</i>	<i>\$90,116</i>	<i>\$93,320</i>	<i>\$3,204</i>	<i>3.56%</i>
520000	Contract Services	\$835	\$0	\$275	\$275	\$0	—%
572000	Mileage	\$265	\$0	\$550	\$550	\$0	—%
530040	Sem./Workshops/Conf.	\$0	\$0	\$450	\$400	\$(50)	(11.11)%
534030	Mobile Devices	\$756	\$960	\$960	\$960	\$0	—%
558000	Supplies	\$411	\$205	\$0	\$0	\$0	—%
573000	Membership/Dues	\$0	\$60	\$110	\$240	\$130	118.18%
<i>Subtotal Expenses</i>		<i>\$2,267</i>	<i>\$1,225</i>	<i>\$2,345</i>	<i>\$2,425</i>	<i>\$80</i>	<i>3.41%</i>
Total Veterans Svcs. Regional Funding		\$57,937	\$94,177	\$92,461	\$95,745	\$3,284	3.55%
Total 6140 Veterans Svcs. (All Funds)		\$143,484	\$150,925	\$182,509	\$187,299	\$4,790	2.62%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 6000 Human Services **Subprogram:** 6100-6200 Human Services

Element: 6150 Youth & Family Services

Budget Description: The Youth & Family Services division plans and implements social work services, which includes outreach and community programming. Youth & Family Services staff provide information and referral resources, assessment, connection to subsidy programs, crisis intervention, limited case management, financial assistance, and support services to the Lexington community.

The Assistant Director of Youth & Family Services provides mental health support and referrals, crisis intervention, counseling, and community education to the Lexington community, focused on residents under the age of 60. The Assistant Director participates in the Mental Health Task Force Steering Committee and co-leads the Intervention Advisory Group for the Task Force. The Assistant Director also collaborates on the Community Crisis Intervention Team with Public Safety, Health, and School staff.

In 2019, the Outreach Coordinator position was created and staffed in response to the priorities set forth by the School Committee and Select Board in regards to serving the mental health needs of residents. In 2021, the position's title was changed to Clinical & Community Outreach Manager to better portray the role of the position to the community. The Manager is responsible for providing case management and short-term mental health services to residents in the community as well as outreaching to local groups, providers, and businesses to build relationships and promote the programs and services offered by the Human Services department.

The division also provides supervision to social work interns, who coordinate outreach and subsidy programs, provide limited case management to residents, and participate in additional department-sponsored activities and events, while gaining valuable experience in the field of human services and social work.

Budget Detail:

The FY2023 requested budget reflects an increase of \$6,135, or 2.98%, from FY2022. This includes contractually obligated step increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget. The annual fee for INTERFACE, the mental health referral service available to all Lexington residents, is anticipated to increase in FY2023, which will be absorbed into the level-funded expense budget. The INTERFACE Service is a shared expense between municipal and school departments.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$75,848	\$162,564	\$170,418	\$176,553	\$6,135	3.60%
511010	Part-Time Wages	\$77,799	\$220	\$0	\$0	\$0	—%
514100	Stipends	\$0	\$0	\$0	\$0	\$0	—%
<i>Subtotal Compensation</i>		<i>\$153,647</i>	<i>\$162,784</i>	<i>\$170,418</i>	<i>\$176,553</i>	<i>\$6,135</i>	<i>3.60%</i>
520000	Contract Services	\$1,713	\$19,023	\$25,000	\$25,000	\$0	—%
538080	Printing & Forms	\$433	\$0	\$1,500	\$1,000	\$(500)	(33.33)%
530000	Professional Services	\$450	\$0	\$1,250	\$1,250	\$0	—%
572000	Mileage	\$59	\$0	\$200	\$150	\$(50)	(25.00)%
530040	Sem./Workshops/Conf.	\$387	\$85	\$1,250	\$1,750	\$500	40.00%
534030	Mobile Devices	\$1,120	\$1,210	\$1,200	\$1,200	\$0	—%
558000	Supplies	\$1,756	\$577	\$3,500	\$2,850	\$(650)	(18.57)%
573000	Membership/Dues	\$0	\$0	\$300	\$500	\$200	66.67%
558010	Clothing & Safety Equipment	\$0	\$973	\$1,500	\$2,000	\$500	33.33%
<i>Subtotal Expenses</i>		<i>\$5,918</i>	<i>\$21,868</i>	<i>\$35,700</i>	<i>\$35,700</i>	<i>\$0</i>	<i>—%</i>
Total 6150 Youth and Family Services		\$159,565	\$184,652	\$206,118	\$212,253	\$6,135	2.98%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 6000 Human Services

Subprogram: 6100-6200 Human Services

Element: 6170 Senior Services

Budget Description: The Senior Services Director (formerly Assistant Director of Senior Services) is responsible for the general operations of the division, which include supervising division staff (Coordinator, Nurse, Dietitian, and support staff). The Director also oversees, plans and implements services provided to adults 60 and over in the Lexington community, including outreach, assessment, information and referral, limited case management, financial assistance and consultation to families.

The Senior Services Coordinator plans and implements the programs offered for seniors at the Community Center and virtually. The Coordinator also facilitates support groups and collaborates with community partners on programs and services. The Senior Services Nurse is responsible for the Senior Health Outreach Program, which includes nursing visits to Lexington's most frail and vulnerable homebound seniors.

The Senior Services division collaborates with other Town departments to provide services, such as blood pressure and flu clinics, identifying at-risk seniors in the community who may benefit from interventions that mitigate their risk, and support of the Lexington Mental Health Task Force. Department staff work jointly with the Council on Aging and Friends of the Council on Aging boards, reporting on trends, programming, and service needs.

Budget Detail:

The overall FY2023 All Funds budget is increasing by \$5,495, or 1.51% from FY2022. General Fund compensation increases by \$5,495 or 3.22% due to contractually obligated increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget. General Fund expenses are level-funded.

The Senior Services Revolving Fund (formerly known as the Council on Aging Programs Revolving Fund) is level-funded.

Personnel services are partially funded by the Executive Office of Elder Affairs (EOEA) formula grant. The Contractual Services line includes the yearly obligation to Minuteman Senior Services to subsidize their services provided to the Lexington community, as well as evidence-based programming provided throughout the year.

Budget Data (by Object Code) - General Fund

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$116,413	\$96,637	\$126,541	\$131,577	\$5,036	3.98%
514090	Longevity	\$2	\$302	\$1,141	\$1,141	\$0	—%
511010	Part-Time Wages	\$26,396	\$38,416	\$42,777	\$43,236	\$459	1.07%
<i>Subtotal Compensation</i>		<i>\$142,811</i>	<i>\$135,355</i>	<i>\$170,459</i>	<i>\$175,954</i>	<i>\$5,495</i>	<i>3.22%</i>
520000	Contract Services	\$9,801	\$9,571	\$12,000	\$12,000	\$0	—%
538080	Printing & Forms	\$516	\$659	\$1,500	\$1,500	\$0	—%
530000	Professional Services	\$0	\$0	\$1,000	\$1,000	\$0	—%
572000	Mileage	\$141	\$0	\$700	\$500	\$(200)	(28.57)%
530040	Sem./Workshops/Conf.	\$50	\$224	\$2,200	\$3,500	\$1,300	59.09%
534030	Mobile Devices	\$560	\$606	\$600	\$600	\$0	—%
558000	Supplies	\$1,576	\$0	\$3,000	\$2,400	\$(600)	(20.00)%
573000	Membership/Dues	\$790	\$0	\$1,500	\$1,000	\$(500)	(33.33)%
<i>Subtotal Expenses</i>		<i>\$13,434</i>	<i>\$11,060</i>	<i>\$22,500</i>	<i>\$22,500</i>	<i>\$0</i>	<i>—%</i>
Total 6170 General Fund		\$156,245	\$146,415	\$192,959	\$198,454	\$5,495	2.85%

Budget Data (by Object Code) - Grants and Revolving Fund

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$18,868	\$45,196	\$20,600	\$21,420	\$820	3.98%
511010	Part-Time Wages	\$43,760	\$34,195	\$46,746	\$47,027	\$281	0.60%
<i>Subtotal EOE Grant Compensation</i>		<i>\$62,628</i>	<i>\$79,391</i>	<i>\$67,346</i>	<i>\$68,447</i>	<i>\$1,101</i>	<i>1.63%</i>
520000	Contract Services	\$11,088	\$10,420	\$12,327	\$12,000	\$(327)	(2.65)%
538080	Printing & Forms	\$13,325	\$8,801	\$7,891	\$8,000	\$109	1.38%
542000	Office Supplies	\$2,680	\$1,219	\$7,200	\$6,317	\$(883)	(12.26)%
<i>Subtotal EOE Grant Expenses</i>		<i>\$27,093</i>	<i>\$20,440</i>	<i>\$27,418</i>	<i>\$26,317</i>	<i>\$(1,101)</i>	<i>(4.02)%</i>
Total EOE Grant		\$89,721	\$99,831	\$94,764	\$94,764	\$0	—%

Senior Services Revolving Fund

520000	Contract Services	\$33,946	\$5,812	\$75,000	\$75,000	\$0	—%
542000	Office Supplies	\$4,211	\$657	\$0	\$0	\$0	—%
<i>Subtotal Senior Services Revolving Fund</i>		<i>\$38,157</i>	<i>\$6,469</i>	<i>\$75,000</i>	<i>\$75,000</i>	<i>\$0</i>	<i>—%</i>
Total 6170 (All Funds)		\$284,124	\$252,716	\$362,723	\$368,218	\$5,495	1.51%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 6000 Human Services

Subprogram: 6100-6200 Human Services

Element: 6210 Transportation Services

Budget Description: The Transportation Services Division works to meet the diverse transportation needs of Lexington, from encouraging and educating people about pedestrian, bike, and transit options, to assisting those with less mobility with appropriate services. This Division is the liaison to the MBTA, educates the public on a variety of transportation options, counsels seniors and people with disabilities on their options, provides Charlie Cards, MBTA Youth Passes, and serves as a general resource for transportation services and programs. The Transportation Manager also coordinates the Inner West Regional Coordinating Council which includes providers of transportation services in surrounding communities and local planning entities, participates on the Transit Working Group of the Boston MPO, and serves on two sub-committees of the MBTA Advisory Board.

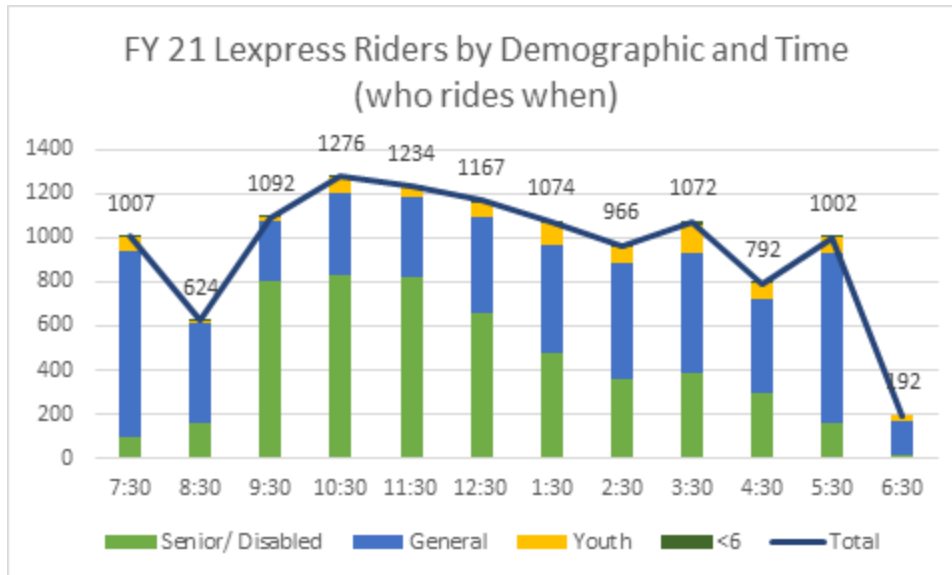
This division oversees the operation of Lexpress, the Town's local public bus service operating since 1979, and a safety net taxi program, funded through a combination of grants and fares. During the pandemic, the department has also taken on arranging Non-Emergency Medical Transportation (NEMT) rides in place of FISH (a volunteer medical ride service) that paused operations.

Lexpress, which normally has about 64,000 rides/year, did not operate at the beginning of FY2021 due to COVID. It resumed service in mid-August and closed out the year with 11,428 rides, which was roughly 20% of usual ridership. Riders early on in the pandemic were primarily adults working in essential services. As restrictions started to ease, Lexpress started to see a return of seniors and some youth. Ridership is continuing to trend upwards.

Recent Lexpress Ridership Levels

	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020*	FY2021*
Adults	16,585	12,869	10,275	8,330	8,146	6,294	5,653
Students	37,248	32,337	23,485	24,152	26,051	15,770	5,060
Seniors	25,953	28,415	29,460	29,801	29,520	20,609	726
<6	1,264	902	479	994	838	347	59
Total Ridership	81,050	74,523	63,699	63,277	64,555	43,020	11,498

*Regular Lexpress service was suspended in March 2020 due to COVID. Service was not restored until mid-August of 2021, so FY2021 data reflects a partial year of service. In FY2021, Lexpress routes were changed to be 3 out and back routes rather than 6 interlined one-way routes which reduces many transfer needs, thus FY2020 to FY2021 ridership numbers are not directly comparable.



Lex-Connect, the senior taxi service, which normally has about 1,800 rides/year, operated throughout the pandemic without closure, but saw just 232 rides, which was roughly 12% of usual ridership. Ridership on this service is also now trending upwards as more seniors are beginning to feel more comfortable getting out.

MAPC Taxi Grant Program provided funding for services we do not usually provide, such as NEMT and workforce rides. This new program brought an additional 911 rides, 309 of which were for NEMT and 502 which were for workforce. Funding for this program will be more restricted in FY2023 as the funds come from a fee on TNC rides (Uber/Lyft), which also saw a dramatic decline during the pandemic.

Transportation Options Programs: Over 950 people registered for transportation options programs ranging from Lex Lights the Night (a program to promote being safe and seen at night) to Bike Rodeos, Smart Cycling for Adults, Flat Tire Clinics, virtual programs on E-Bikes, Cycling Skills and more.

Budget Detail:

The All Funds FY2023 Transportation Services request reflects a \$224,827, or 36.38% increase from FY2022. Compensation increases \$3,290 or 2.53% for contractually obligated increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The FY2023 General Fund Contractual Services reflects an increase of \$222,255 or 53.58%. This includes \$200,000 to restore a one-time diversion of funds to a Lexpress operating grant in FY2022, with the remainder for rate increases for the Lexpress vendor. The \$8,425 in dues reflects the annual cost for membership to the 128 Business Council TMA. Membership allows residents to ride the REV Shuttle between Lexington Center and Alewife and also includes technical assistance for transportation planning, and a transportation incentive program for Town employees.

Budget Data (by Object Code) - General Fund

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$65,405	\$77,651	\$90,018	\$92,278	\$2,260	2.51%
511010	Part-Time Wages	\$26,853	\$38,459	\$40,252	\$41,282	\$1,030	2.56%
<i>Subtotal Compensation</i>		<i>\$92,258</i>	<i>\$116,110</i>	<i>\$130,270</i>	<i>\$133,560</i>	<i>\$3,290</i>	<i>2.53%</i>
520000	Contract Services	\$541,300	\$567,399	\$414,786	\$637,041	\$222,255	53.58%
538080	Printing & Forms	\$1,493	\$1,878	\$4,500	\$4,000	\$(500)	(11.11)%
572000	Mileage	\$15	\$0	\$300	\$200	\$(100)	(33.33)%
530060	Prof Dev & Training	\$0	\$100	\$500	\$500	\$0	—%
571000	Travel	\$796	\$0	\$500	\$1,000	\$500	100.00%
530040	Sem./Workshops/Conf.	\$155	\$0	\$500	\$500	\$0	—%
534030	Mobile Devices	\$610	\$605	\$600	\$600	\$0	—%
558000	Supplies	\$2,194	\$494	\$2,000	\$2,000	\$0	—%
573000	Membership/Dues	\$7,581	\$7,581	\$7,800	\$8,425	\$625	8.01%
<i>Subtotal Expenses</i>		<i>\$554,144</i>	<i>\$578,057</i>	<i>\$431,486</i>	<i>\$654,266</i>	<i>\$222,780</i>	<i>51.63%</i>
Total 6210 General Fund		\$646,402	\$694,167	\$561,756	\$787,826	\$226,070	40.24%

Budget Data (by Object Code) - MBTA Grant

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
520000	Lexpress Contract Service	\$54,080	\$56,243	\$56,243	\$55,000	\$(1,243)	(2.21)%
<i>Subtotal Expenses</i>		<i>\$54,080</i>	<i>\$56,243</i>	<i>\$56,243</i>	<i>\$55,000</i>	<i>\$(1,243)</i>	<i>(2.21)%</i>
Total 6210 Trans. Services (All Funds)		\$700,483	\$750,411	\$617,999	\$842,826	\$224,827	36.38%

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

FY2023 Proposed Budget - Town Clerk's Office Presentation

PRESENTER:

Mary de Alderete, Town Clerk

ITEM NUMBER:

I.5

SUMMARY:

No vote is requested for this agenda item.

Review preliminary FY2023 budget for the Town Clerk's Office.

SUGGESTED MOTION:

FOLLOW-UP:

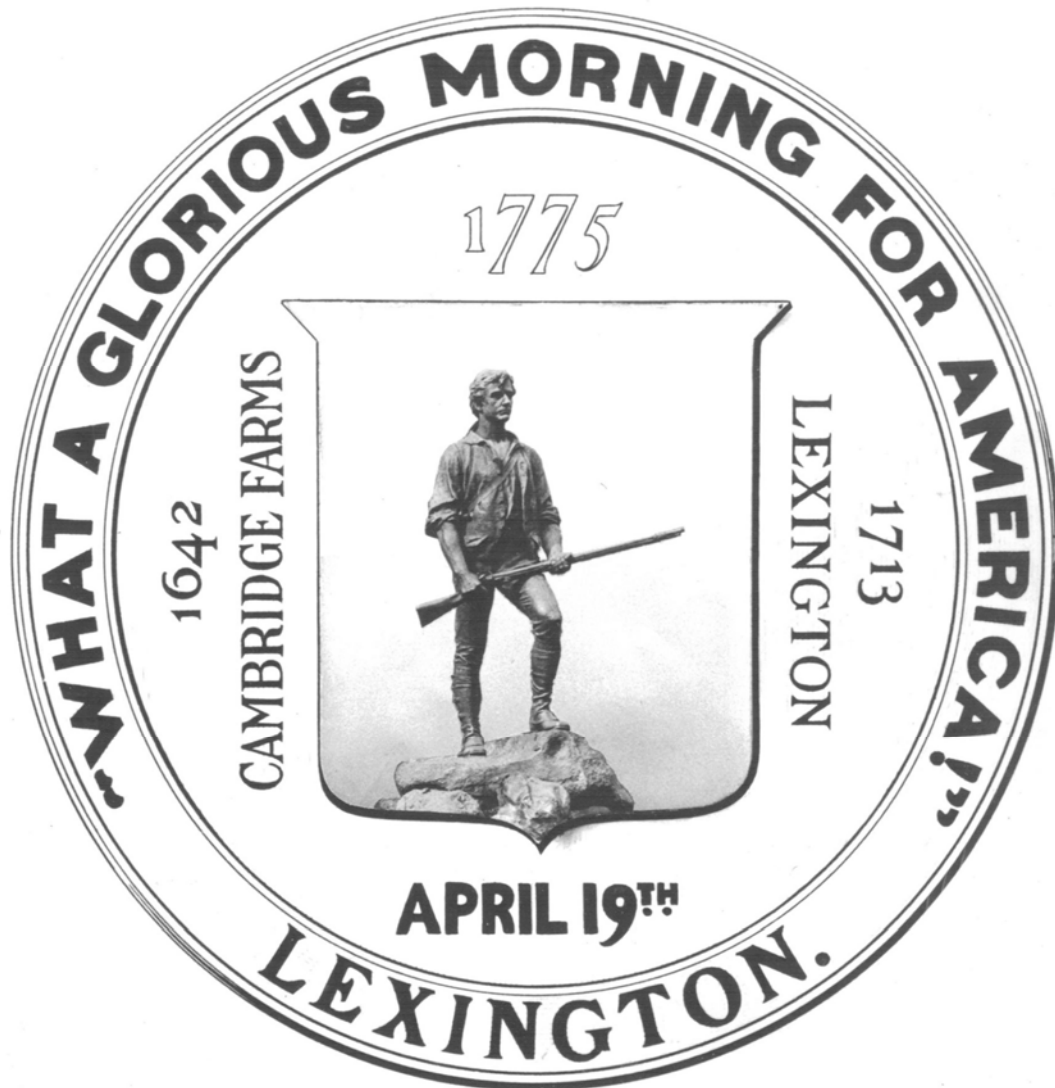
DATE AND APPROXIMATE TIME ON AGENDA:

11/30/2021

3:00pm

ATTACHMENTS:

Description	Type
 Presentation - Town Clerk FY2023 Proposed Budget	Presentation



Town Clerk
Requested Budget
Fiscal Year 2023

Submitted by:
Mary de Alderete, Town Clerk

Select Board Presentation
November 30, 2021



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8500 Town Clerk

Mission: The Office of the Town Clerk serves as a primary provider of information and services to the community and works closely with all Town departments and groups. The majority of services in the Town Clerk's Office are driven by State and local statutes.

Budget Overview: The FY2023 requested budget for the Town Clerk's Office is \$596,797, representing an increase of \$94,366 or 18.78% from the FY2022 appropriation. Compensation increases by \$66,066 or 16.35%, and expenses increase by \$28,300 or 28.80%. Both are primarily linked to the number of elections. There will be three elections in FY2023 - the September 2022 State Primary, the November 2022 State Election, and the Annual Town Election on March 6, 2023.

Departmental Goals:

- Administration - Continue to provide important administrative services, including vital records, Public Records Requests, voter registration, outreach to all board and committee members, public meeting postings, Open Meeting Law and Ethics requirements as mandated by law, business licensing, and recording and archiving of decisions from the Board of Appeals, Planning Board and Historic District Commission.
- Elections Administration - Administer Town/State/Federal elections in compliance with statutory requirements and regulation changes. Automatic Voter Registration continues to be a time-consuming initiative, increasing staff time in processing voter registrations. Absentee voting is expected to increase in the March 2023 Election as a result of the robust turnout to mail in voting in FY2022. The Town Clerk continues to be committed to relocating polling areas from schools to municipal buildings. There is one precinct remaining in an active school location (Bowman Elementary).
- Vitals - Continue effective use of Commonwealth of Massachusetts Electronic Vital Records System for births and deaths.
- Records and Archives - Continue migration of historic documents to Town's Laserfiche repository for public access. Continue to expand use of Laserfiche for administrative use and for public access.

Program Improvement Requests	Comp.	Expenses	Benefits	Total
Municipal Clerk Position - additional hours	\$ 10,351	\$ —	\$ 16,542	\$ 26,893
Archivist/Records Manager - Additional Hours	\$ 20,606	\$ —	\$ 16,691	\$ 37,297
Election Modernization - Poll Pads	\$ —	\$ 30,500	\$ —	\$ 30,500
Total 8500 by Request	\$ 30,957	\$ 30,500	\$ 33,233	\$ 94,690

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$406,463	\$438,936	\$426,531	\$520,897	\$94,366	22.12%
Directed Funding						
Departmental Fees	\$36,361	\$36,943	\$35,900	\$35,900	\$0	—%
Licenses and Permits	\$42,255	\$46,366	\$40,000	\$40,000	\$0	—%
Total 8500 Town Clerk	\$485,079	\$522,245	\$502,431	\$596,797	\$94,366	18.78%

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$391,457	\$427,766	\$404,181	\$470,247	\$66,066	16.35%
Expenses	\$93,622	\$94,479	\$98,250	\$126,550	\$28,300	28.80%
Total 8500 Town Clerk	\$485,079	\$522,245	\$502,431	\$596,797	\$94,366	18.78%

Program Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Total 8510 Town Clerk Admin.	\$332,542	\$338,717	\$351,389	\$347,595	\$(3,794)	(1.08)%
Total 8520 Board of Registrars	\$20,128	\$16,906	\$18,525	\$19,825	\$1,300	7.02%
Total 8530 Elections	\$92,889	\$121,755	\$79,800	\$174,375	\$94,575	118.52%
Total 8540 Records Management	\$39,519	\$44,867	\$52,717	\$55,002	\$2,285	4.33%
Total 8500 Town Clerk	\$485,078	\$522,245	\$502,431	\$596,797	\$94,366	18.78%

Object Code Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$373,302	\$406,539	\$395,881	\$457,622	\$61,741	15.60%
Overtime	\$18,155	\$21,226	\$8,300	\$12,625	\$4,325	52.11%
<i>Personal Services</i>	<i>\$391,457</i>	<i>\$427,765</i>	<i>\$404,181</i>	<i>\$470,247</i>	<i>\$66,066</i>	<i>16.35%</i>
Contractual Services	\$77,589	\$89,770	\$86,150	\$113,600	\$27,450	31.86%
Utilities	\$3,050	\$2,400	\$2,000	\$2,000	\$0	—%
Supplies	\$12,982	\$2,309	\$10,000	\$10,850	\$850	8.50%
Small Capital	\$0	\$0	\$100	\$100	\$0	—%
<i>Expenses</i>	<i>\$93,621</i>	<i>\$94,479</i>	<i>\$98,250</i>	<i>\$126,550</i>	<i>\$28,300</i>	<i>28.80%</i>
Total 8500 Town Clerk	\$485,078	\$522,244	\$502,431	\$596,797	\$94,366	18.78%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8500 Town Clerk

	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Request
Town Clerk	1	1	1	1
Assistant Town Clerk	1	1	1	1
Administrative Assistant	1	1	1	1
Municipal Assistant	1.23	1.23	1.23	1.23
Archivist/Records Manager	0.46	0.46	0.46	0.46
Total FTE	4.69	4.69	4.69	4.69
Total FT/PT	3 FT/ 3 PT	3 FT/ 3 PT	3 FT/ 3 PT	3 FT/ 3 PT



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8500 Town Clerk

Element: 8510 Town Clerk Administration

Budget Description: The Town Clerk acts as the Town's recording officer, registrar of vital statistics, and Chief Election Official. The Town Clerk certifies official actions of the Town - including Town Meeting bylaw adoption and appropriations, signs notes for borrowing and certifies official documents. The Town Clerk also registers all vital events within Lexington, including birth, marriage and death records to provide a basis for the Commonwealth's central vital records system. The Town Clerk is the keeper of the seal, administers the oath of office to elected and appointed members of boards and committees; maintains records of adopted municipal codes, regulations, bylaws, oaths of office, resignations, appointments, and submits general bylaws and zoning bylaws to the Attorney General for approval. Staff issues licenses and permits and serves as central information point for the Town. Requested funding maintains staffing levels, staff development, annual bond insurance for the Town Clerk and Assistant Town Clerk, annual licensing of dogs, and general office operations.

FY2023 Requests: The FY2023 Town Clerk Administration budget request reflects an overall decrease of \$(3,794), or (1.08)%, which is comprised of an decrease in compensation of \$(4,694) or (1.40)%, which reflects staff turnover offset by contractually obligated step increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget. Expenses increase by \$900 or 5.61%.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$256,430	\$265,099	\$268,053	\$262,354	\$(5,699)	(2.13)%
511010	Part-Time Wages	\$59,723	\$63,474	\$63,631	\$64,952	\$1,321	2.08%
514090	Longevity	\$388	\$603	\$3,655	\$3,339	\$(316)	(8.65)%
<i>Subtotal Compensation</i>		<i>\$316,541</i>	<i>\$329,176</i>	<i>\$335,339</i>	<i>\$330,645</i>	<i>\$(4,694)</i>	<i>(1.40)%</i>
520000	Contract Services	\$4,068	\$4,551	\$4,200	\$4,600	\$400	9.52%
527030	Lease Agreements	\$2,576	\$0	\$3,000	\$3,000	\$0	—%
572000	Mileage	\$303	\$0	\$300	\$300	\$0	—%
578010	Binding & Archiving	\$0	\$0	\$100	\$100	\$0	—%
530060	Prof Dev & Training	\$450	\$0	\$2,000	\$2,000	\$0	—%
571000	Travel	\$170	\$0	\$500	\$500	\$0	—%
530040	Sem./Workshops/Conf.	\$376	\$0	\$2,000	\$2,000	\$0	—%
558000	Supplies	\$1,588	\$108	\$900	\$900	\$0	—%
542000	Office Supplies	\$6,025	\$4,431	\$2,500	\$3,000	\$500	20.00%
573000	Membership/Dues	\$445	\$450	\$550	\$550	\$0	—%
<i>Subtotal Expenses</i>		<i>\$16,001</i>	<i>\$9,540</i>	<i>\$16,050</i>	<i>\$16,950</i>	<i>\$900</i>	<i>5.61%</i>
Total 8510 Town Clerk Administration		\$332,542	\$338,716	\$351,389	\$347,595	\$(3,794)	(1.08)%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8500 Town Clerk

Element: 8520 Board of Registrars

Budget Description: Registrars, appointed by the Board of Selectmen, are responsible for promoting voter registration, maintaining voter records, and ruling on voter eligibility. Annual voter confirmation mailing is conducted along with removal of voters from the voting list in accordance with state statute. The Annual Town Census and printing of the annual List of Residents is funded through this element. Notification to voters not responding to annual census is also funded here.

FY2023 Requests: The overall FY2023 Board of Registers budget is increasing for expenses only. Registrar stipends remain the same for the 3 appointed Registrars.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$0	\$0	\$0	\$0	\$0	—%
514100	Stipends	\$825	\$825	\$825	\$825	\$0	—%
Subtotal Compensation		\$825	\$825	\$825	\$825	\$0	—%
520000	Contract Services	\$19,303	\$16,081	\$16,700	\$18,000	\$1,300	7.78%
542020	Postage & Mailing	\$0	\$0	\$0		\$0	—%
558000	Supplies	\$0	\$0	\$1,000	\$1,000	\$0	—%
Subtotal Expenses		\$19,303	\$16,081	\$17,700	\$19,000	\$1,300	7.34%
Total 8520 Board of Registrars		\$20,128	\$16,906	\$18,525	\$19,825	\$1,300	7.02%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8500 Town Clerk

Element: 8530 Elections Administration

Budget Description: Elections administration includes conduct of local, state and national elections, including 11 days of early voting for all State Elections, with associated monitoring of candidate certifications, referenda and initiative petitions. Staff provide information on campaign finance law, election procedures, ballot initiatives, and voter information. Election preparations are coordinated with, and supported by, various town departments including Public Works, Police, Fire, and Facilities, as well as the Schools.

FY2023 Requests: The FY2023 Elections budget reflects an overall increase of \$94,575 or 118.52%, due to the increase in the number of administered elections. Compensation is increasing by \$69,475 or 214.10% due to an increased need for election workers and staff overtime support. It is anticipated that there will be an increase in number of applications for Absentee Voting for the elections in FY2023 as a result of the popularity of mail in voting in 2020. Expenses increase \$25,100 or 53.01%, which reflects an increase in the number of elections.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$0	\$0	\$0	\$0	\$0	—%
513000	Overtime	\$18,155	\$21,226	\$8,300	\$12,625	\$4,325	52.11%
512000	Seasonal Part-Time	\$25,943	\$45,202	\$24,150	\$89,300	\$65,150	269.77%
<i>Subtotal Compensation</i>		<i>\$44,098</i>	<i>\$66,428</i>	<i>\$32,450</i>	<i>\$101,925</i>	<i>\$69,475</i>	<i>214.10%</i>
520000	Contract Services	\$8,875	\$7,091	\$10,200	\$16,500	\$6,300	61.76%
538080	Printing & Forms	\$13,789	\$15,418	\$12,700	\$13,500	\$800	6.30%
538110	Police Details	\$9,436	\$25,448	\$10,800	\$30,000	\$19,200	177.78%
524030	Equip. Service & Repair	\$204	\$3,250	\$200	\$200	\$0	—%
538060	Catering/Meals	\$1,776	\$171	\$500	\$500	\$0	—%
572000	Mileage	\$0	\$58	\$200	\$200	\$0	—%
542020	Postage & Mailing	\$8,189	\$6,142	\$8,550	\$7,000	\$(1,550)	(18.13)%
534030	Mobile Devices	\$3,050	\$2,400	\$2,000	\$2,000	\$0	—%
558000	Supplies	\$25	\$(5,030)	\$1,200	\$1,200	\$0	—%
542000	Office Supplies	\$3,447	\$378	\$1,000	\$1,350	\$350	35.00%
573000	Membership/Dues	\$0	\$0	\$0		\$0	—%
<i>Subtotal Expenses</i>		<i>\$48,791</i>	<i>\$55,326</i>	<i>\$47,350</i>	<i>\$72,450</i>	<i>\$25,100</i>	<i>53.01%</i>
Total 8530 Elections		\$92,889	\$121,754	\$79,800	\$174,375	\$94,575	118.52%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8500 Town Clerk

Element: 8540 Archives & Records Management

Budget Description: Archives and Records Management addresses inventory and retention of records and documents, proper maintenance and storage of records, preservation of documents, and public access to public records and information. Requested FY2023 funding covers annual updates to the Code of Lexington, electronic document management, confidential records shredding contractual services, contractual archival services, and historic document treatment and preservation.

FY2023 Requests: The FY2023 Archives & Records Management budget reflects an increase of \$2,285 or 4.33%. Compensation increases by \$1,285 or 3.61% due to contractually obligated step increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget. Expenses increase by \$1,000 or 5.83%.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511010	Part-Time Wages	\$29,994	\$31,336	\$35,567	\$36,852	\$1,285	3.61%
<i>Subtotal Compensation</i>		\$29,994	\$31,336	\$35,567	\$36,852	\$1,285	3.61%
520000	Contract Services	\$1,128	\$291	\$1,500	\$1,500	—	—%
530000	Professional Services	\$6,000	\$7,180	\$6,000	\$7,000	1,000	16.67%
524030	Equip. Service & Repair	\$0	\$0	\$150	\$150	—	—%
572000	Mileage	\$25	\$29	\$100	\$100	—	—%
578010	Binding & Archiving	\$0	\$3,608	\$4,500	\$4,500	—	—%
530060	Prof Dev & Training	\$595	\$450	\$750	\$750	—	—%
571000	Travel	\$0	\$0	\$200	\$200	—	—%
530040	Sem./Workshops/Conf.	\$325	\$0	\$1,000	\$1,000	—	—%
558000	Supplies	\$0	\$457	\$2,000	\$2,000	—	—%
542000	Office Supplies	\$1,112	\$1,176	\$200	\$200	—	—%
573000	Membership/Dues	\$340	\$340	\$650	\$650	—	—%
585020	Small Equipment	\$0	\$0	\$100	\$100	—	—%
<i>Subtotal Expenses</i>		\$9,525	\$13,531	\$17,150	\$18,150	\$1,000	5.83%
Total 8540 Records Management		\$39,519	\$44,867	\$52,717	\$55,002	\$2,285	4.33%

FY2023 Program Improvement Request

1 of 3

Department: Town Clerk

Element: 8510 - Town Clerk Admin.

PIR Title: Municipal Clerk Position - additional hours

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages	0.20		\$ 10,351	\$ 10,351
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.20	\$ —	\$ 10,351	\$ 10,351
<u>Benefits</u>					
	Benefits Eligible?	1		\$ 16,542	\$ 16,542
<u>Expenses</u>					
					\$ —
					\$ —
					\$ —
	Total Expenses		\$ —	\$ —	\$ —

Purpose/Description of Request:

This request of seven additional hours per week is made to help meet current demands in the Town Clerk's Office, specifically to prepare and administer elections and conduct voter registration, process board and committee appointments and ethics compliance, research and fulfill public records requests, process vital records, and conduct data entry and research on the State's secure database. (Only Town Clerk's Office staff are authorized to work in this database for security reasons.)

Service Implication:

Approval of this request will enable the Town Clerk's Office to meet the demands of Mail-in voting as well as daily demands of the Office. In the 2016 Presidential Election, the Office processed 1,773 absentee ballot requests. In 2020, this number was over 16,000. While election workers are employed to assemble ballot packets, Office staff must do all data entry on the State's database. Timely data entry is critical so voters can track their ballots online. Phone calls with voters and related data entry are time-consuming, requiring significant overtime. It is anticipated that in the future, elections will continue to be the most time-consuming responsibility of the Office, and continue to be subject to intense scrutiny. Planning for the fall State elections commences in the beginning of June with final certification in mid-November. Preparations for the Annual Town election commences on November 20th.

FY2023 Program Improvement Request

#2 of 3

Department: Town Clerk

Element: 8540 - Records Management

PIR Title: Archivist/Records Manager - Additional Hours

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages	0.26		\$ 20,606	\$ 20,606
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.26	\$ —	\$ 20,606	\$ 20,606
<u>Benefits</u>					
	Benefits Eligible?	1		\$ 16,691	\$ 16,691
<u>Expenses</u>					
					\$ —
					\$ —
					\$ —
	Total Expenses		\$ —	\$ —	\$ —

Purpose/Description of Request:

This request for nine additional hours per week is being submitted to meet the demands of the Archivist/Records Manager in managing the Town's electronic documents. The Archivist has inventoried the Town's *paper* records and archives, but the job of inventoried and archiving digitally born documents must be commenced. The policy for Electronic Document Management will be finalized this fall.

Service Implication:

Under State Records Retention Laws, Lexington is required to retain electronic documents for specified retention periods. We currently do not have a plan to do so, nor an inventory of the electronic documents, website information, or social media information that must be retained. The Records Manager will work with IT and individual departments to create inventories of departmental electronic files and assist in archiving these files in Laserfiche or other appropriate repositories. A retention schedule program will be uploaded in Laserfiche that defines records retention periods.

FY2023 Program Improvement Request

#3 of 3

Department: Town Clerk

Element: 8530 - Elections

PIR Title: Election Modernization - Poll Pads

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?			\$ —	\$ —
<u>Expenses</u>					
	Poll Pads		\$ 18,500	\$ 6,000	\$ 24,500
	Poll Pad Printers		\$ 6,000		\$ 6,000
					\$ —
	Total Expenses		\$ 24,500	\$ 6,000	\$ 30,500

Purpose/Description of Request:

The Secretary of State, Elections Division, has approved the use of electronic poll books for the use at all elections. Using poll pads, instead of the current paper copy of the voting list would increase throughput at the polls, thus making it easier for poll workers, and safer for all voters as the time spent in the precinct would be reduced. According to CDC guidelines regarding elections and election workers, we should "minimize lines as much as possible, especially tightly spaced queues in small indoor spaces", as well as "limit the number of voters in the facility". Poll pads will help us to manage our turnout better and within these parameters.

Service Implication:

Poll pads have been extremely popular with both poll workers and voters alike. They allow quicker transaction times, and more accurate results. The devices are very user-friendly and the ease of operation means that all poll workers, regardless of prior computer experience, will find them approachable.

There are currently 9 precincts, with a need for 2 poll pads at each location, plus two additional for back-up. The office currently owns 5 devices for early voting, so the total has been adjusted. The annual maintenance fee is \$300/each, or \$6,000. Useful life is projected at 6 years, so future budgets will begin to phase-in replacements so a subset of poll pads can be replaced each year.

Town of Lexington, Massachusetts



Fiscal Year 2023

**Town Clerk
CPA Project Submission**



Town Clerk FY2023-27 CPA Project Summary

ID#	CPA Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
Clerk-CPA-1	Archives & Records Management	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	CPA
Total Town Clerk CPA Projects		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	



Town of Lexington - FY2023-27 CPA Project

Program Name: Archives & Records Management

Date: Sept. 9, 2021

Program ID: Clerk-CPA-1 **Department:** Town Clerk

Revised:

Submitted by: Nathalie Rice

Phone: 781-698-4557

Email: nrice@lexingtonma.gov

Description of Capital Program:

In FY2023 the Town Clerk's Office is requesting \$20,000 as part of its ongoing program to conserve and preserve important historic municipal documents and records. The current request will fund conservation and preservation of documents, including: the 1927 blueprints for the Cary Memorial Building; Tax Warrants and Acts of Massachusetts, 1778-1823; and Police Department Journals 1874-1909.

Goals of Capital Program:

Significant progress has been made in preserving Lexington's historic documents. There is a continuing need to preserve remaining old records and records from the 1800's and early 1900's. The preservation and conservation of permanent records for archiving creates the basis for documenting Lexington's rich history for the future.

Impact if Not Maintained:

The impact of not continuing with this preservation program would result in Lexington's historic documents degrading over time, and being lost to future generations.

Major Spending over Past 5 Years:

Major spending in the last five years has focused on the preservation of Lexington's oldest documents, including Old Town Papers dating from 1799 to 1922; Registrar of Voters Minutes, 1884-1918; Fire Department Records; Cemetery records; Valuation and Tax records of the Assessors, 1850s-1892; School Committee minutes, 1906-1910 and Selectmen's Records of Grants and Expenses, 1897-1882.

Work Currently Underway:

Documents currently being assessed for preservation include additional Police and Fire Department Records, Valuation and Tax Lists, and Tax warrants dated 1736-1817.

Planned Spending for Next 5 Years:

The Town Clerk's Department is applying for FY2023 funding of \$20,000 to continue to preserve and conserve the Town's historic documents. A substantial list of documents needing treatment has already been prepared, and an ongoing inventory will bring to light additional historic town records that deserve to be permanently conserved. It is the intention of the Town Clerk's Office to request \$20,000 each year for the next 5 years.

Basis for Cost Projections:

Professional services for conservation and preservation needs.

Stakeholders: Town Meeting, Town residents, Town Departments, Historical Society, Cary Library, archivists and historians.

Operating Budget Impact:

There is no impact on the Operating Budget as funding will be sought through a CPA grant.

Funding Source: CPA

Prior Authorizations:

Town Meeting	Description	Authorized	Expended	Encumbered	Remaining	Returned
2010/8g	Archives and Records Management	\$ 150,000	\$ 149,862	\$ —	\$ —	\$ 138
2011/8a	Archives and Records Management	\$ 150,000	\$ 150,000	\$ —	\$ —	\$ —
2012/8a	Archives and Records Management	\$ 150,000	\$ 147,019	\$ —	\$ —	\$ 2,981
2013/8a	Archives and Records Management	\$ 20,000	\$ 20,000	\$ —	\$ —	\$ —
2018/10c	Archives and Records Management	\$ 20,000	\$ 19,028	\$ —	\$ —	\$ 972
2019/14c	Archives and Records Management	\$ 20,000	\$ 19,765	\$ —	\$ 235	\$ —
2020/10a	Archives and Records Management	\$ 20,000	\$ 20,000	\$ —	\$ —	\$ —
Totals		\$ 530,000	\$ 525,674	\$ —	\$ 235	\$ 4,091

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Construction					
Equipment					
Contingency					
Totals	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
CPA Amount	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

FY2023 Proposed Budget - Town Manager's Department; Town Committees; Benefits; Insurance Presentations

PRESENTER:

Kat Labrecque, Management Analyst;
Anne Graglia-Kostos, Director of
Human Resources

ITEM NUMBER:

I.6

SUMMARY:

No vote is requested for this agenda item.

Review preliminary FY2023 budget for the Town Manager's Office, Town Committees, and Benefits.

SUGGESTED MOTION:

FOLLOW-UP:

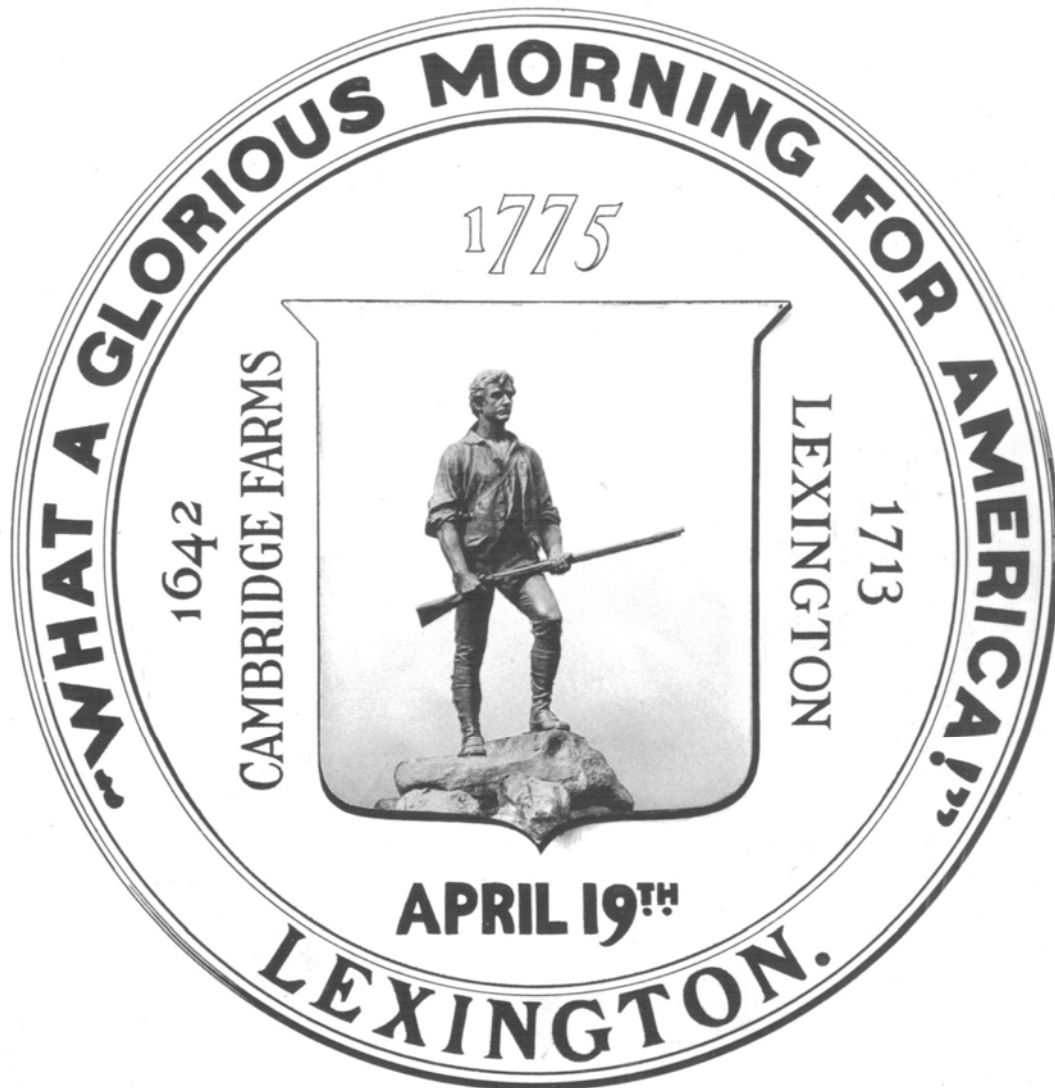
DATE AND APPROXIMATE TIME ON AGENDA:

11/30/2021

3:15pm

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Presentation - Town Manager's Office FY2023 Proposed Budget	Presentation
<input type="checkbox"/> Presentation - Town Committees FY2023 Proposed Budget	Presentation



Town Manager's Office
Requested Budget
Fiscal Year 2023

Submitted by:
Katharine Labrecque, Management Analyst &
Anne Graglia-Kostos, Director of Human Resources

Select Board Presentation
November 30, 2021



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8200 Town Manager

Mission: The Select Board appoints the Town Manager who oversees the daily operations of all general government departments, implements the policies of the Select Board, proposes an annual operating and capital budget, and enforces Town bylaws and regulations. The Town Manager's authority and responsibilities are established in the Selectmen-Town Manager Act of 1968. The Town Manager's Office is also responsible for Human Resources and benefit administration, as well as risk management.

Budget Overview: The Town Manager's Office is comprised of the following elements: Organizational Direction and Administration, Human Resources, Sustainability, Communication, and Diversity, Equity and Inclusion. Organizational Direction and Administration funds staff and expenses for the Manager's Office including organizational development funds and some office equipment. Human Resources funds staff and expenses for managing the personnel and benefit functions of the organization. The Sustainability Director, Public Information Officer and Chief Equity Officer positions are in the Town Manager's Office to support and further the goals of the organization.

The FY2023 budget reflects an overall increase of \$26,219 or 2.16% from FY2022. This is comprised of an increase of \$20,069 or 2.15% in Compensation due to contractually obligated increases, as well as an increase of \$6,150 or 2.17% in expenses.

Department Initiatives:

1. Continue to support the Racial Diversity, Inclusion, and Equity Transformation plan and other social equity initiatives in coordination with the Select Board.
2. Work to support the organization's high-performance culture by providing directed team building to the newly constituted Senior Management Team.
3. Develop new revenue sources to support the budget, particularly the capital budget, by developing long-term debt management strategies to mitigate the impact of large project debt service.
4. Continue the initiative to develop organizational sustainability by passing on institutional knowledge, engaging mid-level managers in organization decision-making and selecting and training qualified individuals.
5. Finalize new fiscal policies, specifically the development of a sustainable funding model for the Capital Stabilization Fund and updating strategies for funding the Town's OPEB Liability. The next policy review will evaluate the funding model for the Recreation Enterprise Fund.

Program Improvement Requests	Comp.	Expenses	Benefits	Total
Full-time HR Administrative Assistant (PT to FT)	\$ 26,609	\$ —	\$ 16,778	\$ 43,387
Total 8200 by Request	\$ 26,609	\$ —	\$ 16,778	\$ 43,387

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$393,690	\$487,168	\$784,136	\$843,355	\$59,219	7.55%
Enterprise Funds (Indirect)	\$51,406	\$42,193	\$36,728	\$36,728	\$0	—%
Available Funds						
Rentals*	\$431,498	\$473,201	\$394,850	\$361,850	\$(33,000)	(8.36)%
Total 8200 Town Manager	\$876,594	\$1,002,562	\$1,215,714	\$1,241,933	\$26,219	2.16%

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$714,544	\$826,080	\$932,679	\$952,748	\$20,069	2.15%
Expenses	\$162,050	\$176,481	\$283,035	\$289,185	\$6,150	2.17%
Total 8200 Town Manager	\$876,594	\$1,002,562	\$1,215,714	\$1,241,933	\$26,219	2.16%

Program Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
Total 8210 Organizational Dir. & Admin.	\$624,321	\$753,077	\$904,789	\$925,283	\$20,494	2.27%
Total 8220 Human Resources	\$252,274	\$249,485	\$310,925	\$316,650	\$5,725	1.84%
Total 8200 Town Manager	\$876,594	\$1,002,562	\$1,215,714	\$1,241,933	\$26,219	2.16%

Object Code Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$714,544	\$826,080	\$932,679	\$952,748	\$20,069	2.15%
Overtime	\$0	\$0	\$0	\$0	\$0	—%
<i>Personal Services</i>	<i>\$714,544</i>	<i>\$826,080</i>	<i>\$932,679</i>	<i>\$952,748</i>	<i>\$20,069</i>	<i>2.15%</i>
Contractual Services	\$143,342	\$155,818	\$244,550	\$250,050	\$5,500	2.25%
Utilities	\$168	\$1,107	\$0	\$1,400	\$1,400	—%
Supplies	\$15,981	\$16,217	\$31,985	\$31,235	\$(750)	(2.34)%
Small Capital	\$2,559	\$3,339	\$6,500	\$6,500	\$0	—%
<i>Expenses</i>	<i>\$162,050</i>	<i>\$176,481</i>	<i>\$283,035</i>	<i>\$289,185</i>	<i>\$6,150</i>	<i>2.17%</i>
Total 8200 Town Manager	\$876,594	\$1,002,562	\$1,215,714	\$1,241,933	\$26,219	2.16%

*Rentals are comprised of rental receipts from the Waldorf School, Bertucci's Italian Restaurant, LexFarm and Peet's Coffee & Tea sidewalk rentals, cell tower lease revenue and the sublease of Kline Hall to LexMedia.

Budget Summary - Salary Adjustment (8230)

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$477,222	\$408,732	\$313,529	\$816,000	\$502,471	160.26%
Total 8230 Salary Adjustment	\$477,222	\$408,732	\$313,529	\$816,000	\$502,471	160.26%

Program Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Total 8230 Salary Adjustment	\$477,222	\$408,732	\$313,529	\$816,000	\$502,471	160.26%
Total 8230 Salary Adjustment	\$477,222	\$408,732	\$313,529	\$816,000	\$502,471	160.26%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8200 Town Manager

<i>Authorized/Appropriated Staffing</i>	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Request
Town Manager	1	1	1	1
Deputy Town Manager	1	1	1	1
Public Information Officer	1	1	1	1
Sustainability and Resilience Officer	1	1	1	1
Chief Equity Officer*	—	—	1	1
Office Manager/Special Events Coordinator	1	1	1	1
Management Fellow/Analyst**	1	1	2	2
Hearing Officers***	0.12	0.12	0.12	0.12
Human Resources Director	1	1	1	1
Human Resources Associate	1	1	1	1
Benefits Coordinator	1	1	1	1
Municipal Assistant****	—	0.54	0.54	0.54
Total FTE	9.12	9.66	11.66	11.66
Total FT/PT	8FT / 2PT	9FT / 3PT	11FT / 3PT	11FT / 3PT

*A Chief Equity Officer was added in FY2022 via a program improvement in response to community organizing around racial justice and equity.

**A second Management Analyst role was added via 2021 Fall STM, in part to help manage the American Recovery Plan Act (ARPA) projects. A portion of their salary is funded from ARPA.

***Two hearing officers hear appeals for parking fines; one municipal hearing officer hears appeals for fines issued by the Fire Department (regional position, shared with Winchester and Woburn)

****A part-time Municipal Assistant was add via a program improvement in FY2021 to support benefits processing for Human Resources.



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8200 Town Manager
Element: 8210 Organizational Direction and Administration

Budget Description: Overall, the recommended FY2023 budget reflects a \$20,494 or 2.27% increase from FY2022. Compensation reflects an increase of \$14,344 or 1.89% due to contractually obligated increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget. Expenses are increasing by \$6,150 or 4.20%. This is a net change primarily due to adjusting expenses to account for new department staff and their professional development and memberships.

Organizational Direction and Administration funds staff and expenses for all functions of the Town Manager's Office except Human Resources. Administration includes the day-to-day oversight for all general government departments, townwide staff training and professional development, risk management for municipal and school departments, special projects and website content coordination. The Manager's Office also implements all decisions of the Board of Select Board and Town Meeting, and provides staff support to various Town committees.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$559,425	\$649,626	\$734,219	\$767,471	\$33,252	4.53%
514000	Other Compensation	\$0	\$0	\$19,000	\$0	\$(19,000)	(100.00)%
514090	Longevity	\$123	\$302	\$500	\$500	\$0	—%
511010	Part-Time Wages	\$3,154	\$3,227	\$4,570	\$4,662	\$92	2.01%
<i>Subtotal Compensation</i>		<i>\$562,702</i>	<i>\$653,155</i>	<i>\$758,289</i>	<i>\$772,633</i>	<i>\$14,344</i>	<i>1.89%</i>
520000	Contract Services	\$4,530	\$25,000	\$30,000	\$30,000	—	—%
538080	Printing & Forms	\$1,467	\$229	\$1,750	\$1,750	—	—%
530000	Professional Services	\$21,925	\$40,260	\$25,000	\$25,000	—	—%
530030	Legal Services	\$0	\$4,255	\$0	\$0	—	—%
572000	Mileage	\$1,293	\$410	\$1,500	\$1,500	—	—%
530060	Prof Dev & Training	\$5,850	\$10,384	\$40,000	\$40,000	—	—%
571000	Travel	\$6,999	\$0	\$8,000	\$11,000	3,000	37.50%
530040	Sem./Workshops/Conf.	\$4,639	\$1,543	\$5,000	\$7,500	2,500	50.00%
534030	Mobile Devices	\$168	\$1,107	\$0	\$1,400	1,400	—%
558000	Supplies	\$5,628	\$918	\$20,000	\$15,000	(5,000)	(25.00)%
542000	Office Supplies	\$3,072	\$3,027	\$4,250	\$4,500	250	5.88%
573000	Membership/Dues	\$3,488	\$9,449	\$4,500	\$8,500	4,000	88.89%
585020	Small Equipment	\$285	\$0	\$2,500	\$2,500	—	—%
542040	Office Equipment	\$2,274	\$3,339	\$4,000	\$4,000	—	—%
<i>Subtotal Expenses</i>		<i>\$61,618</i>	<i>\$99,921</i>	<i>\$146,500</i>	<i>\$152,650</i>	<i>\$6,150</i>	<i>4.20%</i>
Total 8210 Organizational Dir. & Admin.		\$624,320	\$753,076	\$904,789	\$925,283	\$20,494	2.27%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8200 Town Manager

Element: 8220 Human Resources

Budget Description: The requested FY2023 budget reflects an increase of \$5,725 or 1.84% from FY2022. Compensation increases by \$5,725 or 3.28% due to contractually obligated step increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget. Expenses are level-funded from FY2022. Professional Services will continue to fund any additional cost of scanning and converting paper files into the Tyler Content Manager module as well as the continued funding for HR consultations, investigations and employee evaluations.

The Town Manager's Office through the Human Resources function is responsible for managing personnel administration, benefits administration, collective bargaining agreements, workers compensation and unemployment benefits. Contract negotiations have concluded for the AFSCME Local 1703 Public Works through FY2024; the Cary Memorial Library Staff Association through FY2023; and the Police Superiors Association, IAFF Local 1491 Fire Department, SEIU Local 888 Crossing Guards, Lexington Municipal Managers' Association, and Lexington Municipal Employees' Association through FY2022. The Town is currently negotiating with the Local 1703 Building Custodians, Lexington Police Association, and AFSCME Public Safety Dispatchers for successor collective bargaining agreements.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$151,690	\$169,196	\$163,918	\$168,085	\$4,167	2.54%
514090	Longevity	\$0	\$0	\$0	\$250	\$250	—%
511010	Part-Time Wages	\$151	\$3,729	\$10,472	\$11,780	\$1,308	12.49%
<i>Subtotal Compensation</i>		<i>\$151,841</i>	<i>\$172,925</i>	<i>\$174,390</i>	<i>\$180,115</i>	<i>\$5,725</i>	<i>3.28%</i>
538080	Printing & Forms	\$215	\$744	\$500	\$500	—	—%
530000	Professional Services	\$37,000	\$39,259	\$40,000	\$40,000	—	—%
530030	Legal Services	\$55,510	\$31,940	\$85,000	\$85,000	—	—%
538010	Advertising	\$225	\$758	\$1,500	\$1,500	—	—%
572000	Mileage	\$0	\$0	\$300	\$300	—	—%
530060	Prof Dev & Training	\$799	\$888	\$3,000	\$3,000	—	—%
571000	Travel	\$1,912	\$0	\$1,500	\$1,500	—	—%
530040	Sem./Workshops/Conf.	\$978	\$150	\$1,500	\$1,500	—	—%
558000	Supplies	\$2,727	\$103	\$735	\$735	—	—%
542000	Office Supplies	\$333	\$1,548	\$750	\$750	—	—%
573000	Membership/Dues	\$733	\$1,171	\$1,750	\$1,750	—	—%
<i>Subtotal Expenses</i>		<i>\$100,432</i>	<i>\$76,561</i>	<i>\$136,535</i>	<i>\$136,535</i>	<i>\$0</i>	<i>—%</i>
Total 8220 Human Resources		\$252,273	\$249,486	\$310,925	\$316,650	\$5,725	1.84%

FY2023 Program Improvement Request

#1 of 1

Department: Town Manager's Office

Element: 8220 - Human Resources

PIR Title: Full-time HR Administrative Assistant (PT to FT)

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages	0.46		\$ 26,609	\$ 26,609
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.46	\$ —	\$ 26,609	\$ 26,609
<u>Benefits</u>					
	Benefits Eligible?	1.0		\$ 16,778	\$ 16,778
<u>Expenses</u>					
					\$ —
					\$ —
					\$ —
	Total Expenses		\$ —	\$ —	\$ —

Purpose/Description of Request:

This request would increase the hours for our current administrative assistant for the Human Resources Department from part-time (19 hours per week) to full-time (35 hours per week).

Human Resources continues to experience a significant increase in the volume of work in the area of benefits and other payroll changes that need to be processed. Although the recent addition of a dedicated part-time administrative assistant has been a great help to our department, we have not been able to utilize this position as the recruiting specialist that it was also intended to be. This is completely due to the tremendous volume of benefits processing that takes place in our department on a daily basis. As we move forward with adding new benefits this fall (short- and long-term disability and vision), we know that this volume will only continue to increase. Having another sixteen hours of assistance will make a significant difference in our ability to process this paperwork in a timely manner and allow for the Benefits Coordinator to have much needed backup.

Service Implication:

The additional hours for this position would be split between our Benefits Coordinator and our Human Resources Associate. We anticipate that with these additional hours, our current administrative assistant will be better positioned to assume the role of recruiting coordinator while also being able to devote more hours to both benefits and to the general HR processes.

Mission: To provide and manage a comprehensive benefits program for Town and School employees and retirees.

Budget Overview: Included in the Employee Benefits and Insurance program are costs for the Town's pension assessment, workers' compensation, unemployment insurance, health, dental and life insurance benefits and the Medicare tax.

Employee Benefits is comprised of the following:

- Contributory Retirement Assessment: The assessment of the Lexington Contributory Retirement System levied to the Town to finance a portion of retirement benefits of Town and non-teaching School employees. This assessment is issued pursuant to Massachusetts General Laws (MGL) Chapter 32 and is based on an actuarial valuation of the funding obligations of the Lexington Contributory Retirement System. In addition to this assessment, employee contributions - ranging from 5% to 11% depending on date of hire - provide the majority of pension system funding.
- Non-Contributory Retirement: The cost of benefits for employees who retired prior to the creation of the Lexington Contributory Retirement System.
- Employee/Retiree Benefits: The Town's annual contribution for health, dental and life insurance for active Municipal and School Department employees and retirees, and the Town's 1.45% share of Medicare tax for all employees hired after 1986.
- Unemployment Compensation: The cost of unemployment payments for eligible employees separated from Municipal or School Department employment. The Town self-insures for this expense.
- Workers' Compensation: The medical costs incurred by Municipal and School employees injured on the job, and medical costs of former public safety employees who retired on accidental disability. The Town largely self-insures for this expense, but purchases "stop loss" insurance for extraordinary work-related medical claims. The premiums for that insurance are captured in the Workers' Compensation budget.

Authorized/Appropriated Staffing:

Staff support is provided through the Town Manager's Office, Human Resources and the Finance Department. Portions of the salaries of four employees are charged to the General Fund health insurance budget.

Budget Recommendations:

The FY2023 recommended All Funds Employee Benefits and Insurance budget is \$41,863,947. This is a \$1,969,524 or 4.94% increase from the FY2022 budget. The recommended budget includes the benefits costs (health, dental, life, Medicare and workers' compensation) for all municipal and school staff and retirees as of November 1, 2021.

Changes Include:

1. A \$741,750, or 10.00% increase in Contributory Retirement based on a revised funding schedule based on the January 1, 2021 actuarial valuation of the Lexington Retirement System. Of that amount, \$400,000 is funded from Free Cash, which is the same level of Free Cash funding as in FY2022. The revised schedule would result in full funding of the system's unfunded liability by 2030, given the current actuarial assumptions.
2. A \$450 or 2.76% increase in Non-Contributory Retirement costs for employees receiving pensions awarded prior to the creation of the Contributory Retirement system.
3. A \$69,447 or 3.50% increase in the Town's contribution for the Medicare Tax based on FY2021 actual costs, projected FY2022 and FY2023 salaries and wages, and historical rates of increase in this item.
4. A \$1,267,615 or 4.48% increase in health insurance costs (General Fund). The FY2023 budget is based on an increase of 5.0% in health insurance premiums across all plans at November 2021 enrollment levels, and the projected addition of eighty (80) subscribers (new enrollees to health coverage, either from new retirees, active employees electing to begin or resume coverage, and active employees switching from individual to family plans).
5. A \$15,262 or 1.40% level-funded in dental insurance costs (General Fund) based on the anticipated level-funding of premium rates for FY2023, updated to reflect November 2021 enrollment levels.
6. No increase in life insurance costs based on projected enrollments.
7. Level-funding of unemployment insurance based on the revised budget of \$200,000, which reflects recent claim activity.
8. A \$(125,000) or (16.67)% decrease in workers' compensation costs to a total of \$625,000. As of June 30, 2021, this continuing appropriation account had a total balance of \$2,455,662. In light of the fund balance, staff recommend a gradual reduction in the appropriation through FY2026, with a goal of maintaining a fund balance of \$2 million.

2100 Employee Benefits & Insurance

Program: Shared Expenses
Town of Lexington, MA

Budget Summary - General Fund

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 33,802,865	\$ 35,228,913	\$ 38,737,210	\$ 40,532,284	\$ 1,795,074	4.63%
Transfers from Enterprise Funds to General Fund (Indirects)	\$ 708,643	\$ 762,237	\$ 611,775	\$ 786,622	\$ 174,847	28.58%
Free Cash for Updated Pension Schedule	\$ —	\$ —	\$ 400,000	\$ 400,000	\$ —	—%
PEG Access Special Revenue Fund	\$ 4,976	\$ 5,250	\$ 5,575	\$ 5,178	\$ (397)	-7.12%
Total 2100 Employee Benefits	\$ 34,516,484	\$ 35,996,400	\$ 39,754,560	\$ 41,724,084	\$ 1,969,524	4.95%

Appropriation Summary (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 80,546	\$ 103,959	\$ 115,083	\$ 121,047	\$ 5,964	5.18%
Expenses	\$ 34,435,938	\$ 35,892,440	\$ 39,639,477	\$ 41,603,037	\$ 1,963,560	4.95%
Total 2100 Employee Benefits	\$ 34,516,484	\$ 35,996,400	\$ 39,754,560	\$ 41,724,084	\$ 1,969,524	4.95%

Level-Service Requests (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Mgr's Rec.	Dollar Increase	Percent Increase
Total 2110 Contributory Retirement	\$ 6,334,436	\$ 6,679,199	\$ 7,417,500	\$ 8,159,250	\$ 741,750	10.00%
Total 2120 Non-Contributory Retirement	\$ 15,487	\$ 15,907	\$ 16,327	\$ 16,777	\$ 450	2.76%
<i>Subtotal - Retirement</i>	<i>\$ 6,349,923</i>	<i>\$ 6,695,106</i>	<i>\$ 7,433,827</i>	<i>\$ 8,176,027</i>	<i>\$ 742,200</i>	<i>9.98%</i>
Total 2130 Medicare	\$ 1,851,593	\$ 1,907,961	\$ 1,982,127	\$ 2,051,574	\$ 69,447	3.50%
Total 2130 Health Insurance	\$ 24,133,417	\$ 25,448,028	\$ 28,270,148	\$ 29,537,763	\$ 1,267,615	4.48%
Total 2130 Dental Insurance	\$ 1,072,635	\$ 985,610	\$ 1,093,458	\$ 1,108,720	\$ 15,262	1.40%
Total 2130 Life Insurance	\$ 21,571	\$ 20,384	\$ 25,000	\$ 25,000	\$ —	—
<i>Subtotal - Health/Life Benefits</i>	<i>\$ 27,079,216</i>	<i>\$ 28,361,983</i>	<i>\$ 31,370,733</i>	<i>\$ 32,723,057</i>	<i>\$ 1,352,324</i>	<i>4.31%</i>
Total 2140 Unemployment	\$ 200,000	\$ 64,311	\$ 200,000	\$ 200,000	\$ —	—%
Total 2150 Workers Compensation*	\$ 887,346	\$ 875,000	\$ 750,000	\$ 625,000	\$ (125,000)	-16.67%
<i>Subtotal - Other Employee Benefits</i>	<i>\$ 1,087,346</i>	<i>\$ 939,311</i>	<i>\$ 950,000</i>	<i>\$ 825,000</i>	<i>\$ (125,000)</i>	<i>-13.16%</i>
Total 2100 Employee Benefits	\$ 34,516,484	\$ 35,996,400	\$ 39,754,560	\$ 41,724,084	\$ 1,969,524	4.95%

Object Code Summary (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 80,546	\$ 103,959	\$ 115,083	\$ 121,047	\$ 5,964	5.18%
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	—
<i>Personal Services</i>	<i>\$ 80,546</i>	<i>\$ 103,959</i>	<i>\$ 115,083</i>	<i>\$ 121,047</i>	<i>\$ 5,964</i>	<i>5.18%</i>
Contractual Services	\$ 34,435,938	\$ 35,892,440	\$ 39,639,477	\$ 41,603,037	\$ 1,963,560	4.95%
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	—
Supplies	\$ —	\$ —	\$ —	\$ —	\$ —	—
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	—
<i>Expenses</i>	<i>\$ 34,435,938</i>	<i>\$ 35,892,440</i>	<i>\$ 39,639,477</i>	<i>\$ 41,603,037</i>	<i>\$ 1,963,560</i>	<i>4.95%</i>
Total 2100 Employee Benefits	\$ 34,516,484	\$ 35,996,400	\$ 39,754,560	\$ 41,724,084	\$ 1,969,524	4.95%

Budget Summary - Revolving Funds*

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Directed Funding (Revolving Funds)	\$ 119,250	\$ 133,586	\$ 139,863	\$ 139,863	\$ —	—%
Total 2100 Employee Benefits	\$ 119,250	\$ 133,586	\$ 139,863	\$ 139,863	\$ —	—%

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Level-Service Requests (Revolving Funds)	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Mgr's Rec.	Dollar Increase	Percent Increase
Total 2130 Health Insurance	\$ 117,343	\$ 129,199	\$ 135,729	\$ 135,729	\$ —	—%
Total 2130 Dental Insurance	\$ 1,908	\$ 4,387	\$ 4,134	\$ 4,134	\$ —	—%
Total 2100 Employee Benefits	\$ 119,250	\$ 133,586	\$ 139,863	\$ 139,863	\$ —	—%

Budget Summary - All Funds

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 80,546	\$ 103,959	\$ 115,083	\$ 121,047	\$ 5,964	5.18%
Expenses	\$ 34,555,188	\$ 36,026,026	\$ 39,779,340	\$ 41,742,900	\$ 1,963,560	4.94%
Total 2100 Employee Benefits	\$ 34,635,735	\$ 36,129,986	\$ 39,894,423	\$ 41,863,947	\$ 1,969,524	4.94%

2100 Employee Benefits & Insurance

Program: Shared Expenses
Town of Lexington, MA

Focus on: Health Benefits – Line Item 2130

While the cost of health insurance continues to be a concern for the Town of Lexington, as is the case with all public and private organizations in this region and across the country, the Town was successful in negotiating with the Employee Health Insurance Coalition to join the State's Group Insurance Commission (GIC) health insurance program, which has helped to slow the growth of this large cost driver.

In 2020, the Town reached an agreement with the Public Employees Committee to remain in the GIC through FY2022.

The table below displays an approximate distribution of health insurance costs for Municipal and School employees and Retirees.

Table 1: Health Insurance Budget: FY2017 - FY2022							
	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Actual	Budgeted FY2021	Projected FY2022	Increase FY2021 to FY2022
Town ⁽¹⁾	\$ 3,825,356	\$ 3,445,544	\$ 3,666,464	\$ 4,020,607	\$ 4,560,020	\$ 4,874,424	6.89%
School	\$ 10,914,892	\$ 11,232,098	\$ 11,963,065	\$ 13,082,007	\$ 14,774,482	\$ 15,502,288	4.93%
Retirees	\$ 6,836,915	\$ 6,790,042	\$ 6,874,199	\$ 6,952,538	\$ 7,610,230	\$ 7,815,172	2.69%
Total	\$ 21,577,163	\$ 21,467,685	\$ 22,503,728	\$ 24,055,153	\$ 26,944,732	\$ 28,191,884	4.63%
Mitigation Fund ⁽²⁾	---	\$ 300,000	---	---	---	---	---
Medicare Part B Penalty ⁽³⁾	\$ 97,090	\$ 88,628	\$ 82,241	\$ 78,264	\$ 82,241	\$ 78,264	(4.84)%
Net Budget Amount	\$ 21,674,253	\$ 21,856,313	\$ 22,585,970	\$ 24,133,417	\$ 27,026,973	\$ 28,270,148	4.60%

(1) Portion of salaries attributable to health insurance administration is inclusive in these figures.

(2) Payment made to the Public Employee Committee (PEC) HRA Mitigation Fund to offset increasing co-pays and deductibles.

(3) Medicare Part B Penalty is the penalty the Town must pay due to deferred migration of retirees from active plans to Medicare supplement plans.

2100 Employee Benefits & Insurance

Program: Shared Expenses
Town of Lexington, MA

The table below shows the number of employees and retirees enrolled in the Town's health insurance program.

Table 2: Health Insurance Enrollments ⁽¹⁾

				FY2021 Budget	FY2022 Budget
				Based on Actual Subscribers, plus Additional Projected Lives shown below	
Actual Subscribers					
Subscribers	Nov. 2016 (FY2017)	Nov. 2017 (FY2018)	Nov. 2018 (FY2019)	Nov. 2019 (FY2020)	Nov. 2020 (FY2021)
Municipal					
Individual	83	81	96	107	98
Family	178	176	164	168	171
subtotal	261	257	260	275	269
School					
Individual	333	336	356	350	358
Family	494	502	536	561	555
subtotal	827	838	892	911	913
Retirees	1,243	1,269	1,289	1,307	1,302
subtotal	2,331	2,364	2,441	2,493	2,484
Additional projected lives for budget purposes					
Position Vacancies					
Municipal				13	18
School				8	13
subtotal				21	31
Estimated Open Enrollment / Qualifying Events ⁽²⁾					
Individual				9	9
Family				27	27
Retirees				44	44
subtotal				80	80
total	2,331	2,364	2,441	2,594	2,595
New Positions					
School ⁽³⁾				3	0
Municipal ⁽³⁾				3	2
Facilities Dept.				1	0
subtotal				7	2
Estimated Reduction in Subscribers					
Retirees				(34)	(34)
total	2,331	2,364	2,441	2,567	2,563
(1) The subscriber counts above do not include COBRA subscribers, but include employees whose salaries and benefits are funded either fully or partially from non-General Fund sources.					
(2) The projection shown under open enrollment / qualifying events is based on an assumption of current employees losing coverage on their spouse's plans, and changes in marital status or dependent status.					
(3) Based on the budgets as recommended by the School Committee and Select Board and assumes that each full-time equivalent will subscribe to Town's insurance. The cost is estimated at a composite rate based on school and municipal personnel enrollment.					

2200 Property & Liability Insurance

Program: Shared Expenses
Town of Lexington, MA

Mission: To provide and manage a comprehensive property and liability management program for all property and equipment in the Town.

Budget Overview: The property and liability management program consists of the following elements:

- Property and Liability Insurance: The cost of premiums for policies that: (1) protect the Town against property loss and damage; (2) insure the Town's vehicles; and (3) cover the Town against liability claims.
- Uninsured Losses: A continuing balance account for uninsured property losses, settlements and deductibles contained in various insurance policies.

Authorized/Appropriated Staffing:

A portion of the Deputy Town Manager's salary is charged to this line-item in recognition of the ongoing support provided.

Budget Recommendations:

The FY2023 overall recommendation for Property and Liability Insurance is \$1,095,000, which is an level-funded from the FY2022 appropriation.

1. Property and liability insurance is increasing by \$50,000 or 5.92%. In FY2022, the appropriation was level-funded due to savings realized from a new procurement. Premium increases of approximately 5% were used to project the FY2023 funding level.
2. A \$50,000 decrease in the budget for uninsured losses. The balance in this continuing balance account as of June 30, 2021, is \$1,563,470. In light of the fund balance, staff recommend a gradual reduction in the appropriation, with a goal of maintaining a fund balance of \$1 million.

2200 Property & Liability Insurance

Program: Shared Expenses
Town of Lexington, MA

Budget Summary

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$1,022,643	\$1,008,200	\$ 1,069,961	\$ 1,064,863	\$ (5,098)	(0.48)%
Transfers from Enterprise Funds to General Fund (Indirects)	\$ 32,113	\$ 33,096	\$ 25,039	\$ 30,137	\$ 5,098	20.36 %
Total 2200 Property & Liability Insurance	\$1,054,756	\$1,041,296	\$ 1,095,000	\$ 1,095,000	\$ —	— %

Appropriation Summary

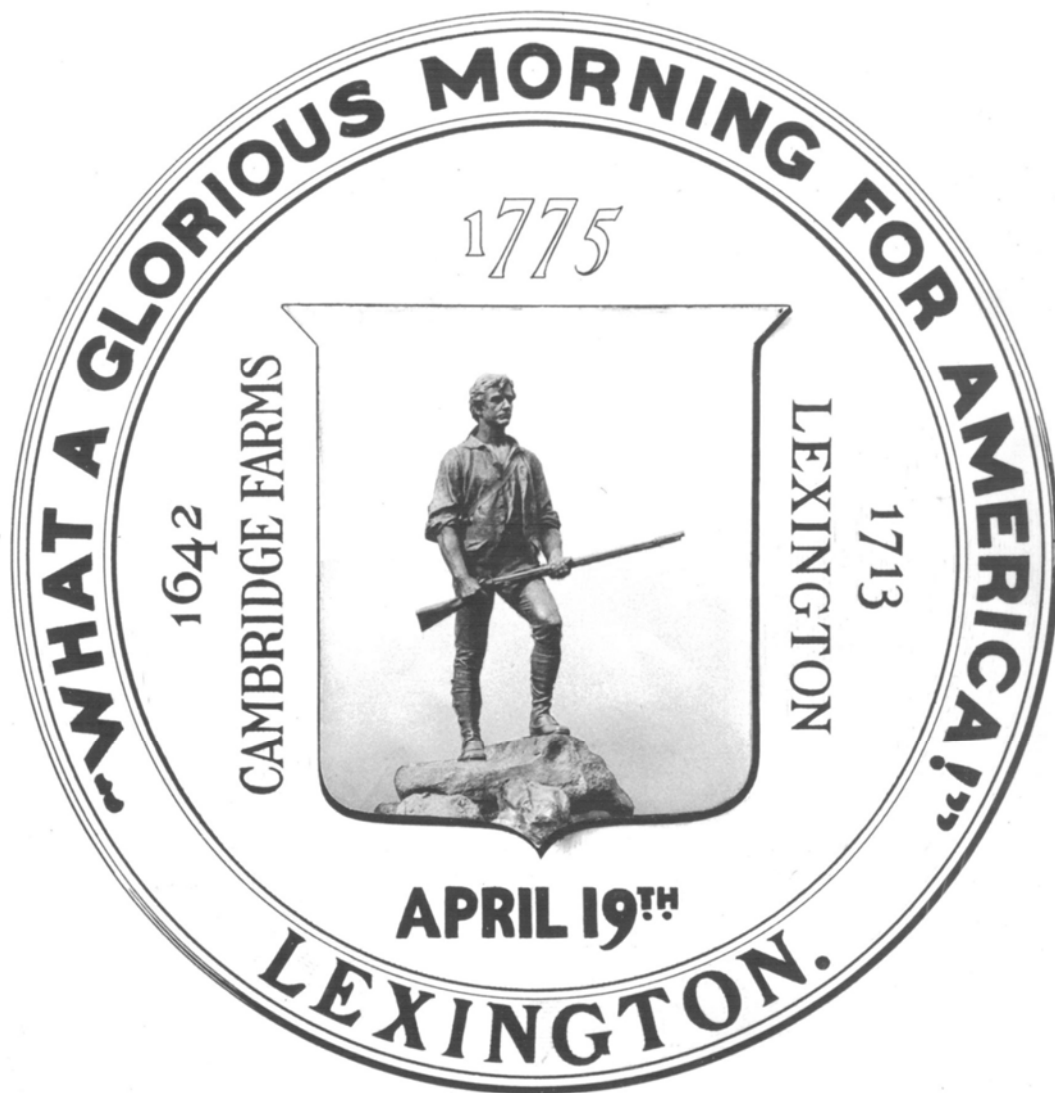
	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Mgr's Rec.	Dollar Increase	Percent Increase
Compensation	\$ 35,090	\$ 37,035	\$ 36,338	\$ 37,806	\$ 1,468	4.04 %
Expenses	\$1,019,666	\$1,004,261	\$ 1,058,662	\$ 1,057,194	\$ (1,468)	(0.14)%
Total 2200 Property & Liability Insurance	\$1,054,756	\$1,041,296	\$ 1,095,000	\$ 1,095,000	\$ —	— %

Level-Service Requests

	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Mgr's Rec.	Dollar Increase	Percent Increase
Total 2210 Property & Liability Insurance	\$ 804,756	\$ 791,296	\$ 845,000	\$ 895,000	\$ 50,000	5.92 %
Total 2220 Uninsured Losses	\$ 250,000	\$ 250,000	\$ 250,000	\$ 200,000	\$ (50,000)	(20.00)
Total 2200 Property & Liability Insurance	\$1,054,756	\$1,041,296	\$ 1,095,000	\$ 1,095,000	\$ —	— %

Object Code Summary

	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Mgr's Rec.	Dollar Increase	Percent Increase
Salaries & Wages	\$ 35,090	\$ 37,035	\$ 36,338	\$ 37,806	\$ 1,468	4.04 %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	—
Compensation	\$ 35,090	\$ 37,035	\$ 36,338	\$ 37,806	\$ 1,468	4.04 %
Contractual Services	\$1,019,666	\$1,004,261	\$ 1,058,662	\$ 1,057,194	\$ (1,468)	(0.14)%
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	—
Supplies	\$ —	\$ —	\$ —	\$ —	\$ —	—
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	—
Expenses	\$1,019,666	\$1,004,261	\$ 1,058,662	\$ 1,057,194	\$ (1,468)	(0.14)%
Total 2200 Property & Liability Insurance	\$1,054,756	\$1,041,296	\$ 1,095,000	\$ 1,095,000	\$ —	— %



Town Committees
Requested Budget
Fiscal Year 2023

Submitted by:
Katharine Labrecque, Management Analyst

Select Board Presentation
November 30, 2021



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8300 Town Committees

Mission: Town Committees includes the Appropriation Committee, Capital Expenditures Committee, Public Celebrations Committee and various boards and committees appointed by the Select Board, Moderator and the Town Manager.

Budget Overview: The Town Committees Budget is expected to increase overall by \$4,927 or 7.55%. This reflects a \$4,792 increase in supplies for the Town Celebrations Committee, which increase reflects \$925 (2.5%) more for the increasing costs for Patriots' Day and an additional \$4,000 (\$5,000 total) for the Dance Around the World event that was postponed in FY2020, FY2021 and FY2022 due to the pandemic.

Authorized Staffing: The Financial Committees' appropriation includes funds for a part-time recording secretary. This person is responsible for taking minutes for the Appropriation and Capital Expenditures Committees.

Program Improvement Requests	Comp.	Expenses	Benefits	Total
Lexington Human Rights Committee Budget	\$ —	\$ 6,000	\$ —	\$ 6,000
Lexington Council for the Arts Expanded Programming	\$ —	\$ 4,000	\$ —	\$ 4,000
Total 8300 by Request	\$ —	\$ 10,000	\$ —	\$ 10,000

Funding Sources	FY2017 Actual	FY2018 Actual	FY2019 Estimate	FY2020 Projected	Dollar Increase	Percent Increase
Tax Levy	\$10,102	\$24,890	\$65,233	\$70,160	\$4,927	7.55%
Total 8300 Town Committees	\$10,102	\$24,890	\$65,233	\$70,160	\$4,927	7.55%

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$3,954	\$5,805	\$6,762	\$6,897	\$135	2.00%
Expenses	\$6,148	\$19,085	\$58,471	\$63,263	\$4,792	8.20%
Total 8300 Town Committees	\$10,102	\$24,890	\$65,233	\$70,160	\$4,927	7.55%

Program Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Total 8310 Financial Committees	\$4,299	\$6,329	\$8,262	\$8,397	\$135	1.63%
Total 8320 Misc. Boards & Committees	\$103	\$6,005	\$10,500	\$10,500	\$0	—%
Total 8330 Town Celebrations	\$5,700	\$12,557	\$46,471	\$51,263	\$4,792	10.31%
Total 8300 Town Committees	\$10,102	\$24,891	\$65,233	\$70,160	\$4,927	7.55%

Object Code Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$3,954	\$5,805	\$6,762	\$6,897	\$135	2.00%
Overtime	\$0	\$0	\$0	\$0	\$0	—%
<i>Personal Services</i>	<i>\$3,954</i>	<i>\$5,805</i>	<i>\$6,762</i>	<i>\$6,897</i>	<i>\$135</i>	<i>2.00%</i>
Contractual Services	\$38	\$6,183	\$10,000	\$10,000	\$0	—%
Utilities	\$0	\$0	\$0	\$0	\$0	—%
Supplies	\$6,110	\$12,902	\$48,471	\$53,263	\$4,792	9.89%
Small Capital	\$0	\$0	\$0	\$0	\$0	—%
<i>Expenses</i>	<i>\$6,148</i>	<i>\$19,085</i>	<i>\$58,471</i>	<i>\$63,263</i>	<i>\$4,792</i>	<i>8.20%</i>
Total 8300 Town Committees	\$10,102	\$24,890	\$65,233	\$70,160	\$4,927	7.55%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8300 Town Committees
Element: 8310 Financial Committees

Budget Description: The Town of Lexington has several committees that monitor the Town's finances and provide recommendations to Town Meeting. Two of these committees are the Appropriation Committee and the Capital Expenditures Committee.

Appropriation Committee: The Appropriation Committee is a nine-member board appointed by the Town Moderator. Members are appointed to three-year overlapping terms. The Committee's charge is to evaluate fiscal policies and priorities set by the Select Board for Town Meeting. The Committee advises Town Meeting members and the Select Board on financial proposals, analyzes operating budget proposals, makes fiscal projections, and reviews funding for proposed capital improvements. In addition, the Committee's approval is required to use reserve funds for unanticipated operating costs (see element 2310, "Reserve Fund," for details).

In addition to its statutory responsibilities, the Committee has been involved in promoting a clear and accurate presentation of financial information to members of Town Meeting. The committee also encourages the timely distribution of financial information to Town Meeting members and other decision makers. They are responsible for maintaining relationships with regional and statewide organizations devoted to exploring solutions to municipal finance and budgeting problems.

Capital Expenditures Committee: The Capital Expenditures Committee consists of no less than five members and no more than seven members. Members are appointed by the Town Moderator to three-year overlapping terms.

The Capital Expenditures Committee makes recommendations to Town Meeting and the Select Board concerning capital expenditure requests from town boards and departments that may be required within the ensuing 5-year period. The Committee considers the relative need, timing, and cost of these projects; the adequacy thereof; and the effect these expenditures might have on the financial position of the town. Prior to each annual Town Meeting, the Committee prepares, publishes, and distributes a report of its recommendations for the projects to be undertaken within the 5-year period and the approximate dates when each should be started.

This budget request funds the production of reports for both the Appropriation Committee and Capital Expenditure Committee to Town Meeting, and attendance at an annual finance committee conference.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511010	Part-Time Wages	\$3,954	\$5,805	\$6,762	\$6,897	\$135	2.00%
<i>Subtotal Compensation</i>		\$3,954	\$5,805	\$6,762	\$6,897	\$135	2.00%
520000	Contract Services	\$0	\$0	\$0	\$0	—	—%
538080	Printing & Forms	\$0	\$178	\$1,000	\$1,000	—	—%
558000	Supplies	\$0	\$0	\$0	\$—	—	—%
573000	Membership/Dues	\$345	\$345	\$500	\$500	—	—%
<i>Subtotal Expenses</i>		\$345	\$523	\$1,500	\$1,500	\$0	—%
Total 8310 Financial Committees		\$4,299	\$6,328	\$8,262	\$8,397	\$135	1.63%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8300 Town Committees

Element: 8320 Misc. Boards & Committees

Budget Description: The Miscellaneous Boards and Committees element funds expenses of boards and committees not individually supported through departmental operating budgets.

The Arts Council was initially funded in FY2019 via a PIR for \$6,900, which was subsequently increased to \$7,500 in FY2020, but which was unable to be spent during the COVID pandemic. The FY2021 budget of \$6,000 is being proposed again in FY2022, which should be sufficient to provide matching funds for state grants and a small number of other activities.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
520000	Arts Council	\$0	\$6,000	\$6,000	\$6,000	\$0	—%
538080	Printing & Forms	\$38	\$5	\$3,000	\$3,000	\$0	—%
530000	Professional Services	\$0	\$0	\$0		\$0	—%
558000	Supplies	\$66	\$0	\$1,500	\$1,500	\$0	—%
573000	Membership/Dues	\$0	\$0	\$0		\$0	—%
<i>Subtotal Expenses</i>		<i>\$104</i>	<i>\$6,005</i>	<i>\$10,500</i>	<i>\$10,500</i>	<i>\$0</i>	<i>—%</i>
Total 8320 Misc. Boards & Committees		\$104	\$6,005	\$10,500	\$10,500	\$0	—%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8300 Town Committees

Element: 8330 Public Celebrations

Budget Description: The Town holds public celebrations for Patriots' Day, Veterans' Day, and Memorial Day. There are two parades held on Patriots' Day, one on Veterans' Day, and one on Memorial Day. The Public Celebrations Committee, a volunteer body of ten members appointed by the Select Board, plans these celebrations and oversees a reenactment of the Battle of Lexington on the Lexington Battle Green on Patriots' Day. The reenactment attracts well over 12,000 spectators each year and is nationally recognized for its historical authenticity. The multi-cultural Dance Around the World event (biennial) is also organized by the Celebrations Committee.

The Celebrations Committee also directs and coordinates numerous other Patriots' Day activities, including a Youth of Lexington Sunrise Parade from East Lexington to the Battle Green, a five-mile run sponsored by the Lions Club, the reenactment of Paul Revere's arrival in Lexington from Boston, and an afternoon parade.

Town funding accounts for only a portion of the total cost of these celebrations. Miscellaneous other costs are covered through citizen contributions, corporate sponsors and private donations. Expenses are increasing by \$4,792 or 10.31% from FY2022, and reflects the rising costs of supplies for Patriots' Day. It also includes \$5,000 for the biennial Dance Around the World event which was expected to be held in one of the last three fiscal years, but is being pushed out again to FY2023 due to the pandemic.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
558000	Supplies	\$5,700	\$12,557	\$46,471	\$51,263	4,792	10.31%
Subtotal Expenses		\$5,700	\$12,557	\$46,471	\$51,263	\$4,792	10.31%
Total 8330 Public Celebrations		\$5,700	\$12,557	\$46,471	\$51,263	\$4,792	10.31%

FY2023 Program Improvement Request

1 of 2

Department: Town Committees

PIR Title: Lexington Human Rights Committee Budget

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
				\$ 6,000	\$ 6,000
					\$ —
	Total Expenses		\$ —	\$ 6,000	\$ 6,000

Purpose/Description of Request:

The Lexington Human Rights Committee sponsors a number of community events and trainings annually. The activities organized by the committee include TABS training, No Hate November, Martin Luther King Day Community Conversations and Race Amity Day. To fund these events, the committee has historically fundraised or sought funding from various Town Departments. However, staff and committee members feel that it is important to provide stable and reliable funding to support these ongoing community educational programming and training. This funding would support the hiring of speakers for events such as Martin Luther King Day, training active bystanders (TABS program), and supplies and advertising for events. The committee also plans to partner with the Chief Equity Officer in the future to develop and sponsor new events and trainings.

Service Implication:

Without this funding, there is no guarantee that the committee will be able to sponsor many of the events and trainings that are critical to strengthening community unity and fostering a sense of belonging for all.

FY2023 Program Improvement Request

#2 of 2

Department: Town Committees

PIR Title: Lexington Council for the Arts Expanded Programming

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
				\$ 4,000	\$ 4,000
					\$ —
					\$ —
	Total Expenses		\$ —	\$ 4,000	\$ 4,000

Purpose/Description of Request:

This request would allow the Lexington Council for the Arts to bring about new programs to enhance the cultural life of the community by bringing about new appealing cultural, visual and performing arts programs and further increase the Town's reputation as a cultural destination for out-of-town visitors. In addition, the increase in funding would support local artists and their art installations throughout the community.

The Council for the Arts would like to collaborate with Town departments and private businesses to explore themes for murals or artwork that relate to the interests of the community and to aspects of cross-cultural interconnections. The additional funding would also support an increase in public performances, such as Porchfest that matches local musicians with homeowners to provide a space for them to perform, and concerts at the Community Center. Lastly, this funding would support website development and enhancement and marketing and publicity efforts.

Service Implication:

The Lexington Council for the Arts' budget is significantly less than some of our neighboring communities. The Council's budget supports numerous projects and grant-making programs that support local artists and cultural organizations in the community. Without this additional funding, the Council will not be able to fund some of the projects and performances planned for the future and that mirror the interests and demands of the community.

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

FY2023 Proposed Budget - Select Board Office Presentation

PRESENTER:

Kim Katzenback, Executive Clerk

ITEM NUMBER:

I.7

SUMMARY:

No vote is requested for this agenda item.

Review preliminary FY2023 budget for the Select Board Office.

SUGGESTED MOTION:

FOLLOW-UP:

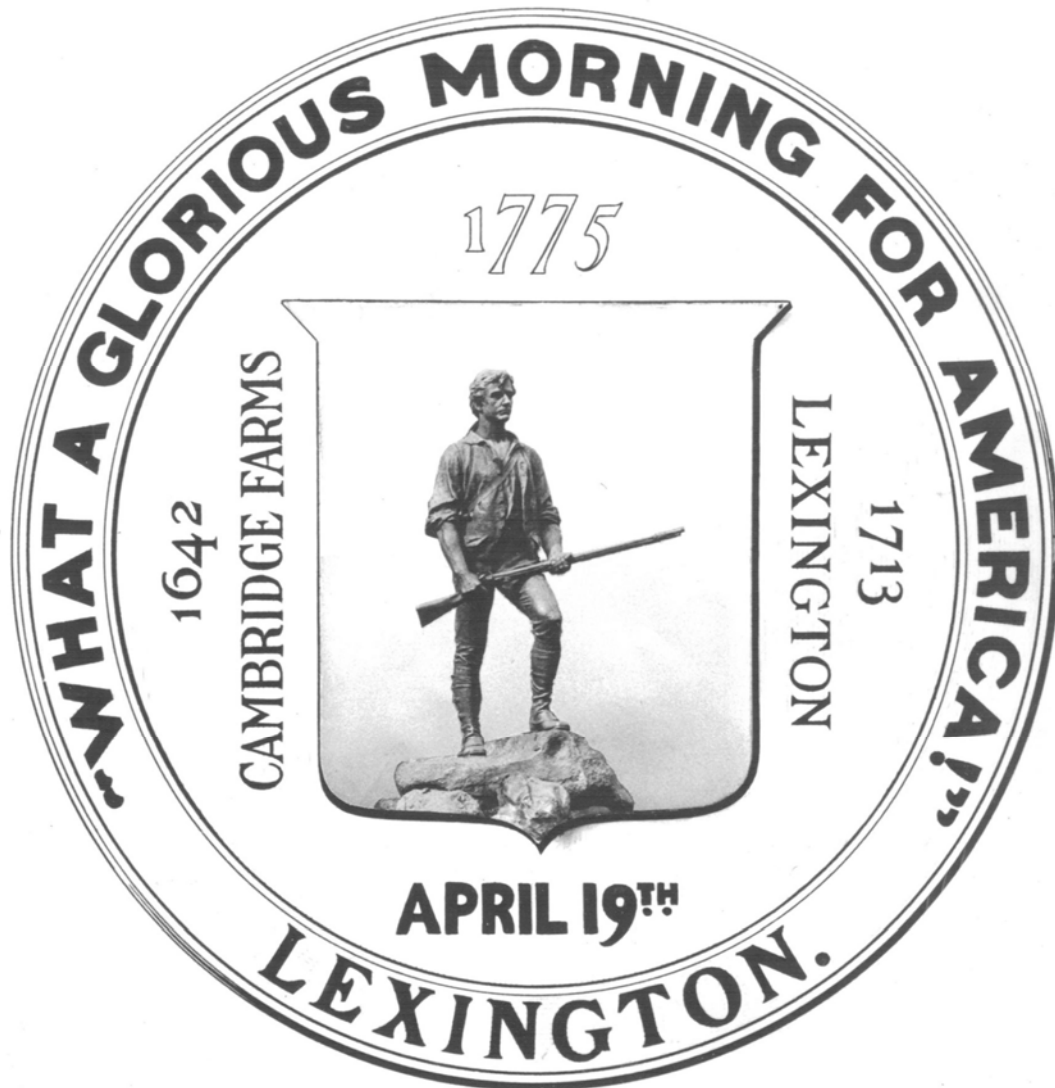
DATE AND APPROXIMATE TIME ON AGENDA:

11/30/2021

4:00pm

ATTACHMENTS:

Description	Type
 Presentation - Select Board Office FY2023 Proposed Budget	Presentation



Select Board
Requested Budget
Fiscal Year 2023

Submitted by:
Kim Katzenback, Executive Clerk

Select Board Presentation
November 30, 2021



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8100 Select Board

Mission: The Select Board is a representative policy making body. It is the mission of the Board to work together in a collegial way that is respectful of the full range of views, not only of the Board itself, but the entire community. The Board is committed to ensuring that all of those views are fairly heard, presented in a way that is open and honest and in a way that brings together a wider group of people to move forward together for the good of the community.

Budget Overview: The Select Board's operating budget, inclusive of the Select Board's Office, the Legal budget, Town Report and the PEG Special Revenue Fund, is increasing by \$18,994, or 1.51%. Compensation is increasing \$9,381 or 6.91% to capture step increases, and expenses are increasing \$9,613 or 0.86%, which is due to increases in the Audit and PEG budgets.

The Select Board is the executive policy setting branch of Town government, as established by the Selectmen-Town Manager Act. The Board consists of five members, each elected for staggered three-year terms, who serve without salary or financial compensation. The Select Board members are responsible for the general direction and management of the property and affairs of Town government, and appoint the Town Manager who is responsible for the daily operations of the Town.

An Executive Clerk/Office Manager is appointed each year by the Board to assist the Board and to perform such duties as the Board may direct. The Executive Clerk/Office Manager is assisted by one full-time Department Assistant, and a part-time Recording Secretary.

The Select Board's staff provide support to the Board and serve as a liaison between the public and the Board. The Select Board's Office notifies Lexington residents of all elections through the warrant and prepares the warrant for the Annual and Special Town meetings. They also receive all contributions to the Select Board Gift Accounts, the Fund for Lexington, PTA Scholarships, Lexington Education Foundation, and all Trustees of Public Trust Funds.

Staff manage the licensing and permitting process for the Board (the licensing authority). These licenses include alcoholic beverage, auctioneer, common victualler, entertainment, gasoline storage, innkeeper, lodging house, theater, Class I, II and III for the sale of used cars, vehicles for hire such as common carrier, limousine and taxi cab, and coin-operated game machines.

The staff maintain approximately 320 Select Board appointments to more than 50 committees.

Program Improvement Requests	Comp.	Expenses	Benefits	Total
Goal Setting	\$ —	\$ 20,000	\$ —	\$ 20,000
Total 8100 by Request	\$ —	\$ 20,000	\$ —	\$ 20,000

Budget Summary

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$376,874	\$542,450	\$588,144	\$599,018	\$10,874	1.85%
Transfers from Enterprise Funds to General Fund (Indirects)	\$1,118	\$1,071	\$664	\$1,171	\$507	76.36%
PEG Access Special Revenue Fund	\$614,476	\$595,151	\$602,500	\$610,113	\$7,613	1.26%
Fees						
Licenses & Permits	\$76,258	\$74,525	\$68,500	\$68,500	\$0	—%
Total 8100 Select Board	\$1,068,726	\$1,213,197	\$1,259,808	\$1,278,802	\$18,994	1.51%

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$118,280	\$128,668	\$135,782	\$145,163	\$9,381	6.91%
Expenses	\$950,446	\$1,084,528	\$1,124,026	\$1,133,639	\$9,613	0.86%
Total 8100 Select Board	\$1,068,726	\$1,213,196	\$1,259,808	\$1,278,802	\$18,994	1.51%

Program Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Total 8110 Select Board's Office	\$204,629	\$205,805	\$248,620	\$260,001	\$11,381	4.58%
Total 8120 Legal	\$241,617	\$399,245	\$395,000	\$395,000	\$0	—%
Total 8130 Town Report	\$11,004	\$10,445	\$13,688	\$13,688	\$0	—%
Total 8140 PEG Access	\$611,477	\$597,702	\$602,500	\$610,113	\$7,613	1.26%
Total 8100 Select Board	\$1,068,727	\$1,213,197	\$1,259,808	\$1,278,802	\$18,994	1.51%

Object Code Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$118,280	\$128,668	\$135,782	\$145,163	\$9,381	6.91%
Overtime	\$0	\$0	\$0	\$0	\$0	—%
<i>Personal Services</i>	<i>\$118,280</i>	<i>\$128,668</i>	<i>\$135,782</i>	<i>\$145,163</i>	<i>\$9,381</i>	<i>6.91%</i>
Contractual Services	\$930,639	\$1,069,616	\$1,103,513	\$1,113,126	\$9,613	0.87%
Utilities	\$0	\$0	\$0	\$0	\$0	—%
Supplies	\$19,807	\$14,913	\$20,513	\$20,513	\$0	—%
Small Capital	\$0	\$0	\$0	\$0	\$0	—%
<i>Expenses</i>	<i>\$950,446</i>	<i>\$1,084,529</i>	<i>\$1,124,026</i>	<i>\$1,133,639</i>	<i>\$9,613</i>	<i>0.86%</i>
Total 8100 Select Board	\$1,068,726	\$1,213,197	\$1,259,808	\$1,278,802	\$18,994	1.51%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8100 Select Board

<i>Authorized/Appropriated Staffing</i>	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Request
Office Manager/Executive Clerk	1	1	1	1
Department Assistant	1	1	1	1
Recording Secretary	0.22	0.25	0.25	0.25
Total FTE	2.22	2.25	2.25	2.25
Total FT/PT	2 FT/1 PT	2 FT/1 PT	2 FT/1 PT	2 FT/1 PT



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8100 Select Board

Element: 8110 Select Board's Office

Budget Description: The Select Board's budget is increasing \$11,381, or 4.58%. Wage increases include in-lieu-of-step increases for Select Board's office staff, and ensuring sufficient coverage for meetings. Expenses include yearly memberships in MMA and MAPC. Expense increases capture quoted increases in the cost of the annual single audit.

The Select Board is the executive policy-setting branch of Town government, as established by the Selectmen-Town Manager Act. The Board consists of five members, each elected for staggered three-year terms, who serve without salary or financial compensation. The Select Board members are responsible for the general direction and management of the property and affairs of Town government, and are the employer of the Town Manager.

The Office Manager/Executive Clerk is appointed each year by the Board to assist the Board and to perform such duties as the Board may direct. The Select Board's staff provide support to the Board and serve as liaison between the public and the Board.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$118,280	\$124,643	\$125,764	\$133,163	\$7,399	5.88%
511010	Part-Time Wages	\$0	\$4,025	\$10,018	\$12,000	\$1,982	19.78%
<i>Subtotal Compensation</i>		<i>\$118,280</i>	<i>\$128,668</i>	<i>\$135,782</i>	<i>\$145,163</i>	<i>\$9,381</i>	<i>6.91%</i>
520000	Contract Services	\$10,100	\$3,010	\$24,825	\$24,825	\$0	—%
538080	Printing & Forms	\$324	\$0	\$1,000	\$1,000	\$0	—%
538010	Advertising	\$161	\$702	\$1,000	\$1,000	\$0	—%
538060	Catering/Meals	\$360	\$0	\$1,000	\$1,000	\$0	—%
527030	Lease Agreements	\$2,005	\$1,445	\$2,500	\$2,500	\$0	—%
542020	Postage & Mailing	\$0	\$67	\$500	\$500	\$0	—%
530060	Prof Dev & Training	\$140	\$0	\$1,500	\$1,500	\$0	—%
530040	Sem./Workshops/Conf.	\$1,451	\$500	\$1,500	\$1,500	\$0	—%
530050	Audit	\$52,000	\$56,500	\$58,500	\$60,500	\$2,000	3.42%
558000	Supplies	\$524	\$12	\$1,500	\$1,500	\$0	—%
542000	Office Supplies	\$1,339	\$580	\$2,000	\$2,000	\$0	—%
573000	Membership/Dues	\$17,944	\$14,321	\$17,013	\$17,013	\$0	—%
<i>Subtotal Expenses</i>		<i>\$86,348</i>	<i>\$77,137</i>	<i>\$112,838</i>	<i>\$114,838</i>	<i>\$2,000</i>	<i>1.77%</i>
Total 8110 Select Board's Office		\$204,628	\$205,805	\$248,620	\$260,001	\$11,381	4.58%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8100 Select Board

Element: 8120 Legal

Budget Description: The Select Board annually appoints a Town Counsel to provide legal service to the Town and to represent the Town in litigation. The Town is currently represented by the law firm of Anderson & Kreiger. The current appointment is for one year, through March 31, 2022. The Town uses legal counsel to handle a variety of matters. Town Counsel prepares and reviews certain contracts and other legal documents. Town Counsel also reviews articles for Town Meeting Warrants and attends the Town Meeting and meetings of the Select Board when necessary. Town Counsel regularly reports on the status of all litigation affecting the Town to the Select Board and to the citizens annually in the Town Report.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
520000	Contract Services	\$0	\$0	\$0	\$0	—	—%
530000	Professional Services	\$0	\$0	\$0	\$0	—	—%
530030	Legal Services	\$241,617	\$399,245	\$395,000	\$395,000	—	—%
<i>Subtotal Expenses</i>		\$241,617	\$399,245	\$395,000	\$395,000	\$0	—%
Total 8120 Legal		\$241,617	\$399,245	\$395,000	\$395,000	\$0	—%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8100 Select Board

Element: 8130 Town Report

Budget Description: The Town's Annual Report provides information on the activities of Town departments, boards and committees, and provides financial information on the Town. Publication of the Town Report is required by State law and the Town's bylaws.

The Town Report Committee is a volunteer committee appointed by the Select Board. It produces the Report with the help of the departments, boards and committees. The Committee gathers information, edits drafts, proofreads final copies, and works with a professional designer to prepare the document for printing.

The Town Report is distributed annually in March. 1,000 copies are distributed at Town Meeting and are also available, free of charge, at the Town Office Building, Cary Library, and the Community Center. The Town Report is also posted on the town's website.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511010	Part-Time Wages	\$0	\$0	\$0	\$0	\$0	—%
<i>Subtotal Compensation</i>		\$0	\$0	\$0	\$0	\$0	—%
520000	Contract Services	\$7,500	\$7,500	\$7,688	\$7,688	—	—%
538080	Printing & Forms	\$3,504	\$2,945	\$6,000	\$6,000	—	—%
<i>Subtotal Expenses</i>		\$11,004	\$10,445	\$13,688	\$13,688	\$0	—%
Total 8130 Town Report		\$11,004	\$10,445	\$13,688	\$13,688	\$0	—%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8100 Select Board

Element: 8140 PEG Access

Budget Description: The Town contracts with LexMedia to broadcast local events and public meetings, as well as provide local shows and content. Funding is provided from the Public, Education and Government (PEG) Access Special Revenue Fund, which is funded from cable franchise fees. A projection for the current and projected fund balances is noted in the table below.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511010	Part-Time Wages	\$0	\$0	\$0	\$0	\$0	—%
<i>Subtotal Compensation</i>		\$0	\$0	\$0	\$0	\$0	—%
520000	Contract Services	\$611,477	\$597,702	\$602,500	\$610,113	\$7,613	1.26%
538080	Printing & Forms	\$0	\$0	\$0	\$0	\$0	—%
<i>Subtotal Expenses</i>		\$611,477	\$597,702	\$602,500	\$610,113	\$7,613	1.26%
Total 8140 PEG Access		\$611,477	\$597,702	\$602,500	\$610,113	\$7,613	1.26%

Public, Education and Government (PEG) Access Special Revenue Fund Balance

	FY2019 Actuals	FY2020 Actuals	FY2021 Actuals	FY2022 Budget	FY2023 Request
Beginning Balance	\$ 1,338,459	\$ 1,303,316	\$ 1,298,179	\$ 1,255,862	\$ 1,171,575
Revenues	\$ 632,925	\$ 617,990	\$ 578,394	\$ 545,000	\$ 545,000
Transfers for -					
LexMedia	\$ 600,902	\$ 614,476	\$ 595,151	\$ 602,500	\$ 610,113
DPF AV Specialist	\$ 17,701	\$ 19,466	\$ 20,310	\$ 21,212	\$ 22,285
Benefits	\$ 4,665	\$ 4,976	\$ 5,250	\$ 5,575	\$ 5,178
SMR Upgrade	\$ 44,800	\$ (15,791)			
Total Transfers	\$ 668,068	\$ 623,127	\$ 620,711	\$ 629,287	\$ 637,576
Ending Balance	\$ 1,303,316	\$ 1,298,179	\$ 1,255,862	\$ 1,171,575	\$ 1,079,000

FY2023 Program Improvement Request

1 of 1

Department: Select Board

Element: 8110 - Select Board Office

PIR Title: Goal Setting

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
530000	Professional Services			\$ 20,000	\$ 20,000
					\$ —
					\$ —
	Total Expenses		\$ —	\$ 20,000	\$ 20,000

Purpose/Description of Request:

This request is to cover the annual costs associated with using an outside facilitator to assist the Select Board with the biennial goal setting process and the interim year re-evaluation of established goals.

Service Implication: